

**ESTABLISHMENT COMMITTEE**  
**Tuesday, 29 October 2019**

Draft Minutes of the meeting of the Establishment Committee held at Guildhall on  
Tuesday, 29 October 2019 at 11.00 am

**Present**

**Members:**

Deputy Edward Lord (Chair)  
Deputy Kevin Everett (Deputy Chairman)  
Randall Anderson  
Deputy Keith Bottomley  
Alderman Sir Charles Bowman  
Deputy the Revd Stephen Haines  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Sylvia Moys  
Deputy Richard Regan  
Deputy Philip Woodhouse

**Officers:**

Michael Cogher	- Comptroller and City Solicitor
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Town Clerk's Department
Tracey Jansen	- Human Resources
Marion Afoakwa	- Human Resources
Colette Hawkins	- Human Resources
Carol Simpson	- Human Resources
Kristina Drake	- Media Officer
Christopher Bell	- Chamberlain's Department
Jeff Henegan	- Chamberlain's Department

**1. APOLOGIES**

Apologies for absence were received from Tracey Graham, Sheriff Christopher Hayward, Deputy Joyce Nash, Deputy Elizabeth Rogula and Ruby Sayed.

**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 5<sup>th</sup> September be approved as an accurate record.

4. **OUTSTANDING ACTIONS REPORT**

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

The Chair informed Members that whilst, at its recent meeting, the Policy & Resources Committee were not minded to adopt the Chair/Chairman appraisal process at this stage, P&R Members had no objection to other Committees and Sub-Committees proceeding on their own accord, should there be an appetite. The Chair of P&R would communicate this to other Committees shortly.

Over the coming weeks, the Deputy Chairman of the Establishment Committee will take soundings from Members, this will form the basis of the appraisal of the Chair for the 2019/20 civic year.

**RESOLVED** – That the Committee notes the report.

5. **MINUTES OF THE SENIOR REMUNERATION SUB-COMMITTEE**

**RESOLVED** – That the public minutes and summary of the meeting of the Joint Consultative Committee held on 5<sup>th</sup> September be noted.

6. **BREXIT UPDATE**

Members noted that whilst the final outcome of Brexit was still unknown, it was important to keep up the momentum on preparations to ensure all EU Citizens working at the Corporation secure settled status as soon as possible.

**RESOLVED** – that the Committee noted the verbal Report of the Director of HR.

7. **TRANSFER OF EQUITABLE LIFE TO UTMOST LIFE AND PENSIONS**

The Committee considered a Report of the Chamberlain concerning the Transfer of Equitable Life to Utmost Life and Pensions.

**RESOLVED** – that the Committee approved the following:

- a) agree the Corporation is to vote,
- b) vote for the transfer of Equitable Life business to Utmost Life and Pensions.

8. **INSURANCE AND INDEMNITIES FOR INDEPENDENT PERSONS**

The Committee considered a joint Report of the Chamberlain and the Comptroller & City Solicitor.

**RESOLVED** – that the Committee approved the proposal in the report for onward approval by the Court of Common Council, to indemnify and/or insure Independent persons (through the extension of the Corporation's Defamation Cover) against awards of damages or expenses incurred arising out of the disclosure of any comments made in good faith during the exercise of their functions as Independent Persons.

9. **OPERATION OF THE SCHEME OF DELEGATIONS - APRIL 2019 – SEPTEMBER 2019**

The Committee received a Report of the Director of HR concerning the Scheme of delegations April 2019 – September 2019.

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

10. **RESOLUTION FROM THE BARBICAN RESIDENTIAL COMMITTEE TO THE ESTABLISHMENT COMMITTEE - 29 OCTOBER 2019**

The Committee received a Resolution from the Barbican Residential Committee.

The Director of HR outlined the timeline of events and confirmed that her department had supported The Barbican Estate Office when drafting the job evaluations (JEs). Whilst it was disappointing that on this occasion it had appeared that a degree of confusion about roles and responsibilities had delayed the process, HR and the Department for Communities and Children's Services were now working closely together to ensure that the recruitment process, as a whole, was speedy, high quality, and effective.

The Director added that senior officers did need assistance when drawing up JEs as, clearly, this was not a regular part of their job – she assured Members that HR always stood ready to support and advise when colleagues were looking at JEs, and indeed, restructures.

**RESOLVED** – that the Committee approved the Town Clerk, in consultation with the Chair to respond to the Barbican Residential Committee by way of a resolution to the next meeting of the BRC on 16<sup>th</sup> December 2019.

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

There was one question concerning the People's Award ceremony which took place at Guildhall recently. Members were concerned that there had not been enough prior notification alerting them to the event.

Officers responded that the process would be reviewed and improved for next year's event. Separately, the Chair and the Director of HR noted that the event was at full capacity and that officers should look at whether moving the event to the Great Hall in 2020 was viable.

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

The following items of urgent business were raised:

A Member reminded fellow Committee Members that their security ID passes should always be clearly worn when working or visiting Guildhall and other operational buildings of the Corporation. It was incumbent upon Members to set an example to staff.

13. **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.
14. **NON-PUBLIC MINUTES**  
The non-public minutes of the meeting held on 5<sup>th</sup> September were approved.
15. **FUNDAMENTAL REVIEW HR ROADMAP**  
The Committee received a Report of the Director of HR concerning the Fundamental Review HR Roadmap.
16. **REVISED REDUNDANCY POLICY**  
The Committee considered a Report of the Director of HR concerning the Corporation's Redundancy policy.
17. **LONDON BOROUGH'S' LEGAL ALLIANCE (LBLA) BARRISTERS FRAMEWORK PROCUREMENT - STAGE 2 AWARD REPORT**  
The Committee received a Report of the Chamberlain concerning the London Borough's Legal Alliance (LBLA).
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 5<sup>th</sup> September were approved.
21. **CONFIDENTIAL MINUTES OF THE SENIOR REMUNERATION SUB COMMITTEE**  
The confidential minutes of the Sub-Committee meeting held on 5<sup>th</sup> September were approved.
22. **GOVERNMENT PAY AWARD FOR JUDGES FOR 2019/20, AND ITS APPLICABILITY TO THE RECORDER AND COMMON SERJEANT**  
The Committee considered a Report of the Director of HR concerning pay for the Recorder and Common Serjeant.
23. **IT MANAGED SERVICES - PROCUREMENT STAGE 2 AWARD REPORT**  
The Committee received a Report of the Chamberlain concerning the IT Managed Services Contract procurement.

24. **EMPLOYMENT CASES AND SETTLEMENTS**

The Committee received a Report of the Comptroller & City Solicitor concerning employment cases and settlements.

25. **CITY OF LONDON SCHOOL - APPEAL**

The Committee received a Report of the Director of HR concerning a staff appeal at the City of London School.

26. **OPEN SPACES - APPEAL**

The Committee received a Report of the Director of HR concerning a staff appeal at the Open Spaces department.

27. **APPENDIX - OPERATION OF THE SCHEME OF DELEGATIONS - APRIL 2019 – SEPTEMBER 2019**

28. **TOWN CLERK'S UPDATE**

There was no formal update this month.

29. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC AND OFFICERS ARE EXCLUDED**

There was one piece of confidential urgent business.

**The meeting ended at 12.50 pm**

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Chairman

**Contact Officer: John Cater  
tel. no.: 020 7332 1407  
john.cater@cityoflondon.gov.uk**