

ESTABLISHMENT COMMITTEE
Tuesday, 10 December 2019

Minutes of the meeting of the Establishment Committee held at Guildhall on
Tuesday, 10 December 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
Sheriff Christopher Hayward
Deputy Jamie Ingham Clark
Jeremy Mayhew
Barbara Newman
Deputy Richard Regan
Deputy Elizabeth Rogula
Ruby Sayed
Deputy Philip Woodhouse

Officers:

Angela Roach	- Assistant Town Clerk
Michael Cogher	- Comptroller and City Solicitor
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Human Resources
Tracey Jansen	- Human Resources
Marion Afoakwa	- Human Resources
Justin Tyas	- Human Resources
Adam Rout	- Mansion House and Central Criminal Court
Vic Annells	- Executive Director of Mansion House & Central Criminal Court
Kate Smith	- Town Clerk's Department
Michael Bennett	- Community and Children's Services
Sufina Ahmad	- Corporate Strategy Manager
Carol Simpson	- Human Resources
Caroline Al-Beyerty	- Deputy Chamberlain
Paul Murtagh	- Community and Children's Services

1. APOLOGIES

Apologies for absence were received from Tracey Graham, Stephen Haines, Sylvia Moyes and Joyce Nash.

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 and summary of the meeting held on 29 October 2019 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.

Members noted items were either on the agenda or a date for completion was shown. The Deputy Chairman confirmed that a note would be going out to Members regarding the Chair's appraisal.

RESOLVED – That the Committee notes the report.

5. **BREXIT UPDATE**

Members agreed to await the outcome of the general election before receiving any further updates on Brexit.

6. **DRAFT OVERSEAS TRAVEL POLICY (HEALTH AND SAFETY)**

The Committee considered a report of the Director of Human Resources concerning the need for a corporate Overseas Travel Policy for Health and Safety.

A Member questioned the advice given to staff regarding inoculations and it was clarified that subordinate overseas travel guidance for health and safety had already been issued. The Occupational Health Team can advise on inoculations for overseas travel with costs met from local risk budgets.

RESOLVED – that approval be given to the Overseas Travel Policy.

7. **SOCIAL MOBILITY STRATEGY, 2018-28 - ANNUAL REPORT**

The Committee received a report of the Director of City Bridge Trust presenting the first annual report of the City of London Corporation's Social Mobility Strategy for 2018-28.

A Member referred to equality and inclusion and suggested the action points within the strategy appeared a little weak in this regard. The Chair confirmed that this issue would be picked up as part of the equalities and inclusion update later on the agenda.

RESOLVED - that the progress of the City Corporation's Social Mobility Strategy 2018-28 be noted.

8. **SOCIAL MOBILITY EMPLOYER INDEX 2019 - CITY OF LONDON CORPORATION RESULTS**

The Committee received a report updating on the Social Mobility Index and the City Corporation's position within it.

The Chair suggested there was a need for the City Corporation to improve its position. A better collection of data was needed to provide clear evidence on the areas where the City Corporation was improving.

Members noted the low level of recruitment and selection score and it was questioned whether the City Corporation was in the right index. The Corporate Strategy Manager explained that the City Corporation's new recruitment website had not been launched at the time of the assessment; it was stressed that there was no other index that looked at social mobility and it was recommended that the City Corporation remain in the group.

Members agreed on the need for a clear and robust action plan showing what was going to be done going forward. Officers were asked to report back in February / March with an action plan.

It was suggested the City Corporation needed to learn from others and a Member confirmed he would be happy to introduce Price Waterhouse Coopers to the organisation.

The Chair welcomed the report and confirmed they wanted to see a clear action plan by March 2020 on how the City Corporation can move forward. The Chair welcomed the opportunity of an introduction to Price Waterhouse Coopers.

RESOLVED, That the report be received and its content noted; that the Corporate Strategy Manager arrange a report back in March with a clear action plan showing how the organisation can move forward.

9. **HR HELPDESK SOFTWARE**

This item was withdrawn.

10. **EQUALITY AND INCLUSION UPDATE**

The Committee received a report of the Director of Human Resources providing an update on the City Corporation's Gender, Ethnicity and Disability Pays Gaps for the snapshot date of 31 March 2019.

The Chair asked that an action plan be brought back by March showing how the City Corporation was going to reduce the pay gap.

RESOLVED, that the report be noted and; that an action plan be brought back in March addressing how the City Corporation could reduce the pay gap.

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

There were no questions.

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

The Chair referred to the name of the Committee. They suggested that as the committee was responsible for all matters concerning the workforce and matters relating to inclusion, the name should reflect this e.g. Workforce and Inclusion Board.

It was agreed the name of the Committee could be considered more fully at the next meeting.

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.

Item	Paragraph
14	3
15	3
16	3
17	3
18	3
19	3
20	2
21	3
22	1,5
23	1
24	3
25	3

14. **NON-PUBLIC MINUTES**

RESOLVED – that the non-public minutes of the meeting held on 29 October were approved.

15. **PULSE STAFF SURVEY**

The Town Clerk presented results of the recent Pulse Staff Survey. Members were talked through a summary of the results and proposed next steps.

Members highlighted a number of areas for consideration. It was explained that Chief Officers had been asked to work with their teams in developing action plans to move forward. Members agreed that it was important for this Committee to see an action plan and the Town Clerk agreed to bring this back in January for consideration.

RESOLVED, that the update be noted.

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

There were no questions.

17. **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.

18. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 29th October 2019 were approved.

19. **JOINT PAY CLAIM 2020/21**

The Committee considered a report of the Director of HR relating to a joint pay claim for 2020/21

20. **CENTRAL CRIMINAL COURT**

The Committee considered a report of the Executive Director of Mansion House relating to the Central Criminal Court.

21. **BARBICAN ESTATE OFFICE TEAM**

The Committee considered a report of the Director of Community and Children's Services relating to the Barbican Estate Office Team.

22. **CITY OF LONDON POLICE HUMAN RESOURCES UPDATE - 31 OCTOBER 2019**

The Committee received a report of the Director of HR concerning a staff appeal at City of London Police.

23. **CITY OF LONDON POLICE HUMAN RESOURCES UPDATE - 25TH NOVEMBER 2019**

The Committee received a report of the Director of HR concerning a staff appeal at City of London Police.

24. **COMMITTEE AND MEMBERS SERVICES TEAM UPDATE**

The Committee received an update from the Assistant Town Clerk relating to the work of the Committee and Members Services Team.

25. **MEMBER OFFICER PROTOCOL**

The Committee received an update of the Assistant Town Clerk relating to the Member Officer protocol.

The meeting ended at 1.15pm.

Chairman

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