

ESTABLISHMENT COMMITTEE

Wednesday, 29 April 2015

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

Nigel Challis	Sylvia Moys
Deputy Billy Dove	Deputy Joyce Nash
Alderman Peter Estlin	Barbara Newman
Deputy Kevin Everett	Dhruv Patel
Deputy the Revd Stephen Haines	Deputy Richard Regan
Edward Lord	Elizabeth Rogula
Jeremy Mayhew	Angela Starling
Wendy Mead	Philip Woodhouse

Officers:

Peter Lisley	Assistant Town Clerk
Christopher Braithwaite	Town Clerk's Department
Peter Kane	Chamberlain
Michael Cogher	Comptroller and City Solicitor
Chrissie Morgan	Director of Human Resources
Janet Fortune	Human Resources Department
Tracey Jansen	Human Resources Department
Jonathan Vaughan	Guildhall School of Music & Drama

Alderman Peter Estlin in the Chair.

1. APOLOGIES

Apologies for absence were received from Wendy Mead.

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

There were no declarations of interest.

3. ORDER OF THE COURT OF COMMON COUNCIL

The Order of the Court of Common Council of 23 April 2015 appointing the Committee and approving its terms of reference, which was put around the table at the start of the meeting, was noted.

4. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. A list of Members eligible to stand was read and Deputy The Reverend Stephen Haines, being the only Member expressing willingness to serve, was duly elected Chairman for the ensuing year and took the Chair.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. A list of Members eligible to stand was read and the following members expressed an interest in serving:

Edward Lord
Angela Starling

A ballot of Members present was taken, and it was subsequently

RESOLVED – That Edward Lord be elected as the Committee’s Deputy Chairman for the ensuing year.

6. **EXCLUSION OF THE PUBLIC**

The Town Clerk advised the Committee that the Chairman had agreed to vary the order of business to consider the items within the confidential Members only section of the agenda at this point in the meeting.

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
7, 10, 11, 12, 13	1, 2, 3
8	1, 3
9	1, 2

7. **MARKET FORCES SUPPLEMENT - INFORMATION SYSTEMS DIVISION OF THE CHAMBERLAIN'S DEPARTMENT**

The Committee considered and approved a report of the Chamberlain which recommended that a Market Forces Supplement be paid for a number of posts within the Information Systems Division of the Chamberlain’s Department.

8. **ORGANISATION REVIEW OF A DIVISION WITHIN THE CHAMBERLAIN'S DEPARTMENT**

The Committee considered and approved a report of the Chamberlain which requested approval for an organisation review to be conducted of a division within the Chamberlain’s Department.

9. **CHAMBERLAIN'S DEPARTMENT UPDATE**

The Committee considered and approved a report of the Chamberlain regarding the structure of the Chamberlain’s Department.

10. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 19 March 2015 were approved.

11. **OPERATION OF THE SCHEME OF DELEGATION - CONFIDENTIAL APPENDIX**

The Committee noted the confidential appendix to the report of the Director of Human Resources on the operation of the Scheme of Delegation.

12. HONORARIUM FOR A DIRECTOR AT THE CITY OF LONDON SCHOOL

The Committee considered and approved a report of the Headteacher of the City of London School which requested the exceptional payment of an honorarium for a director of the City of London School.

13. MARKET FORCES SUPPLEMENT - HEAD OF DEPARTMENT AT THE GUILDHALL SCHOOL OF MUSIC & DRAMA

The Committee considered and approved a report of the Principal of the Guildhall School of Music and Drama which requested the exceptional payment of a Market Forces Supplement for a Head of Department at the Guildhall School of Music and Drama.

14. MOTION TO ADMIT THE PUBLIC

RESOLVED – That the meeting be reopened to the public for the following items.

Deputy Joyce Nash was invited to deliver a vote of thanks for the outgoing Chairman, Deputy John Barker.

RESOLVED UNANIMOUSLY: THAT at the conclusion of his three year term of office as their Chairman, the Members of the Establishment Committee wish to extend to DEPUTY JOHN BARKER OBE their sincere thanks and appreciation for the extremely able and courteous manner in which he has presided over their deliberations and the detailed care and interest he has shown in all aspects of the work of this Committee.

Since being elected in April 2012, John has been an extremely knowledgeable and committed Chairman and his hard work and good humour has helped to ensure that the City Corporation has continued to get the best possible outcomes for their staff, which has been particularly important in these trying times of austerity and reduced government funding. Throughout this difficult time he has overseen excellent relations with employees, Trade Unions and staff representatives.

During his time as Chairman, John has been heavily involved in recruitment, and been a Member of the Recruitment Panel for two vital appointments: the appointment of John Barradell as Town Clerk and Chief Executive in June 2012, and the appointment of Dr Peter Kane as Chamberlain in January 2014. While Deputy Barker has been Chairman of the Committee, the Corporation has also appointed a range of new Chief Officers and Senior Officers: a new Director of Community and Children's Services, Ade Adetosoye; the Chief Grants Officer, David Farnsworth, Director of Economic Development, Damian Nussbaum.

During Deputy Barker's tenure as Chairman, the Corporation has also appointed new Headteachers for each of the City's Independent Schools: Sarah Fletcher as Headteacher of the City of London School; Ena Harrop as

Headteacher of the City of London School for Girls; and Roland Martin as Headteacher of the City of London Freeman's School.

John has always shown a large degree of gratitude for the work of the City's Employees right across the board, in particular the efforts of staff to continue to grow and improve during their time with the City. This is demonstrated by his strong involvement in the Learning and Development Awards and the City Learning Live event in 2014. Under John's stewardship as Chairman, the Corporation has achieved a Bronze Award in the Investors in People scheme, and is seeking to achieve Silver and Gold in the coming years.

The Committee is sure that all staff of the Corporation would wish to signal their appreciation to Deputy Barker for his role in ensuring that pay awards have been made to all Corporation staff and Teachers. And the Committee is also sure that the staff who John has judged to be the winners of the Christmas Hat Competitions at the Staff Annual Lunches will be particularly grateful to him, and know that those who were not so fortunate will have appreciated his good-natured approach to the responsibility of judging such a crucial event.

The cuts in Government Funding has led to a drive towards further efficiency in the organisation of the Corporation's workforce, and John has led the Establishment Committee through a wide range of departmental restructures, including the creation of the City of London Procurement Service (CLPS) in October 2012 and the subsequent restructure of this service to City Procurement, as well as the insourcing of the City Revenues Service and restructures to the Epping Forest Operations Team and the Port Health Service.

AND SO in taking leave of Deputy John Barker as their Chairman, Members of this Establishment Committee wish to thank him for his service and excellent leadership to the Corporation's Human Resources agenda. The Committee gives to him their best wishes for his future health and happiness.

15. **MINUTES**

RESOLVED – That the public minutes and summary of the meeting held on 19 March 2015 be approved as a correct record.

16. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Committee considered the report of the Town Clerk which set out the outstanding actions from previous meetings. The Town Clerk explained that the presentation on Corporate Memory referred to in the report would also include information on Workforce Planning and Management Information.

RESOLVED – That the Committee notes the report.

17. **APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE**

The Committee considered the appointment of four representatives to the Joint Consultative Committee.

RESOLVED – That in addition to the Chairman and Deputy Chairman and the representative of the Finance Committee, four Members be appointed to serve on the Joint Consultative Committee as follows:-

Nigel Challis
Deputy Joyce Nash
Deputy Richard Regan
Angela Starling

18. TOWN CLERK'S DEPARTMENTAL BUSINESS PLAN - 2015/18

The Committee considered a report of the Town Clerk which set out the Town Clerk's Departmental Business Plan for 2015-2018.

The Town Clerk explained that there were two amendments proposed to the report circulated to the Committee, namely:

- The addition of two additional actions in the Organisational and Departmental Development:
 - o 3.8 – Health, Safety and Wellbeing - To ensure the Safety Management System remains effective and applied Corporately. Implement Wellbeing Strategy.
 - o 3.9 – Equalities and Inclusion Action Plan – To achieve the Equalities and Improvement Action Plan 2015 (EIAP).
- The replacement of the Key Performance Indicators in Appendix E to the report with those in Appendix B of the report.

A Member asked whether further key performance indicators would be added to the Business Plan in future in areas such as employee engagement, attrition levels, security, housing and the cultural hub. The Town Clerk explained that in areas such as housing and the cultural hub, specific objectives would be added as the City of London Corporation's work in these areas was further developed. With regard to employee engagement and attrition levels, it was explained that information in areas such as this was being gathered as part of the workforce planning process. Updates on KPIs would be provided in the quarterly monitoring reports which would be submitted to this Committee.

Members agreed that the Town Clerk should ensure that specific objectives in these areas were included by the six-monthly update report.

Members discussed the Member Development Programme. It was noted that the attendance of this Programme was lower than had been hoped, and Members requested that the Town Clerk's Department consider whether attendance could be improved by scheduling events to coincide with relevant Committee meetings, allowing training to be CPD accredited and considering whether more of the training areas should be mandatory.

In response to Member questions on other subjects, the Committee was informed that:

- There were currently no apprentices within the Town Clerk's department, but there were two Officers within the Graduate Scheme.

- The Department would seek to achieve 100% of draft minutes of meetings being circulated within seven days.
- The recent increased turnover within the Department, particularly in the Committee and Member Services Team had been due to Officers taking career-enhancing opportunities either within the Corporation or elsewhere, and this was always likely to be the case when employing the high calibre staff that the Corporation desired. Steps had been taken to make the existing roles more attractive to staff to seek to improve retention.

RESOLVED – That the Committee approves the Town Clerk’s Business Plan for 2015-18 subject to the amendments set out above.

19. **COMPTROLLER & CITY SOLICITOR'S BUSINESS PLAN 2015 - 2018**

The Committee considered the report of the Comptroller and City Solicitor which set out his Departmental Business Plan for 2015-2018.

Members asked for further information in relation to the retendering of the Barrister’s Framework and the number of complaints received.

RESOLVED – That the Committee approves the Comptroller and City Solicitor’s Departmental Business Plan for 2015-2018.

20. **EQUALITY AND INCLUSION UPDATE**

The Committee considered a report of the Director of Human Resources which provided an update on the internal equalities and inclusion initiatives within the City of London Corporation. The report also provided the Committee with the Equalities and Inclusion Action Plan.

Members asked for an update on the uptake of the Equality and Inclusion Staff Networks. The Director of Human Resources explained that these were being rolled out over the coming months, with the next to be rolled out being the Disability Network, which would be launched as part of Mental Health Week. It was expected that membership of the Networks would increase gradually as they became embedded within the Corporation.

With regard to the discussion that had taken place earlier in the meeting on the potential for some areas of training to be mandatory, it was suggested that Equalities and Inclusion was an area where training should be mandatory for Members of this Committee.

RESOLVED – That the Committee notes the report.

21. **OPERATION OF THE SCHEME OF DELEGATIONS - JANUARY TO MARCH 2015**

The Committee considered the report of the Director of Human Resources which provided information on any redundancies, early retirements and ill health retirements in the reporting period January to March 2015.

RESOLVED – That the Committee notes the report.

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

There were no questions.

23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

24. **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
25-27	1, 3

25. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 19 March 2015 were approved.

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

There were no questions.

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

There was one item of Urgent Business.

The meeting closed at 12.40 pm

Chairman

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