

ESTABLISHMENT COMMITTEE

Tuesday, 12 July 2016

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy the Revd Stephen Haines (Chairman)	Jeremy Mayhew
Edward Lord (Deputy Chairman)	Sylvia Moys
Randall Anderson	Deputy Joyce Nash
Nigel Challis	Barbara Newman
Deputy Billy Dove	Angela Starling
Deputy Kevin Everett	Philip Woodhouse
Deputy Jamie Ingham Clark	

Officers:

Christopher Braithwaite	- Town Clerk's Department
Sacha Than	- Town Clerk's Department
Chris Bell	- Chamberlain's Department
Michael Cogher	- Comptroller and City Solicitor
Nick Senior	- Comptroller and City Solicitor's Department
Steven Humpleby	- Central Criminal Court
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Human Resources Department
Pat Dixon	- Community and Children's Services Department
Richard Gentry	- Open Spaces Department

1. APOLOGIES

Apologies for absence were received from Mark Boleat, Alderman Peter Estlin, Deputy Richard Regan and Deputy Elizabeth Rogula.

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 9 June 2016 be approved as a correct record.

4. OUTSTANDING ACTIONS REPORT

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

RESOLVED – That the Committee notes the report.

5. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
RESOLVED – That the public minutes and summary of the meeting of the Joint Consultative Committee held on 9 June 2016 be noted.

6. **LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT**
The Committee considered a report of the Director of Community and Children Services which provided the Committee with updates on the activity and performance of the Local Authority Designated Officer Role for 2015-16.

The Children’s Social Care Manager confirmed that the number of referrals to the Local Authority Designated Officer had increased as a result of awareness-raising activity such as training and briefings.

In response to a Member’s query, the Children's Social Care Manager confirmed that training on the Local Authority Designated Officer Role could be arranged for Members and this would be referred to the Members’ Development Steering Group.

RESOLVED – That the Committee:

- a) notes the report; and
- b) requests that a training session on the Local Authority Designated Officer Role be arranged via the Members Development Steering Group.

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

There were no questions.

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

There were no urgent items.

9. **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
10,17	1,2,3,4
11	3,4
12, 14, 18	4
13	2,3
19	1,2,3
20	1,2

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 9 June 2016 were approved.

11. **OUTSTANDING ACTIONS REPORT**
The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.
12. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
The non-public minutes of the meeting of the Joint Consultative Committee held on 9 June 2016 were noted.
13. **CITY PROCUREMENT RESTRUCTURE**
The Committee considered and approved a report of the Chamberlain which proposed the creation of a new team within City Procurement.
14. **UPDATE ON 2016/17 PAY AWARD**
The Director of Human Resources gave an oral update on the 2016/17 pay award.
15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
An item of urgent business was raised by the Director of Human Resources.
17. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 9 June 2016 were approved.
18. **REVIEW A TEAM WITHIN THE CENTRAL CRIMINAL COURT**
The Committee considered and approved a report of the Secondary of London regarding the review of a team within the Central Criminal Court.
19. **RESTRUCTURE OF A TEAM WITHIN THE OPEN SPACES DEPARTMENT**
The Committee considered and approved a report of the Director of Open Spaces regarding the restructure of a team within the Open Spaces Department.
20. **STAFF APPEALS COMMITTEE MINUTES**
The minutes and summary of the Staff Appeals Committee held on 20 May 2016 were noted.

The meeting closed at 2.50 pm

Chairman

Contact Officer: Sacha Than
tel. no.: 020 7332 3419
sacha.than@cityoflondon.gov.uk