

ESTABLISHMENT COMMITTEE

Tuesday, 25 October 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)	Deputy Jamie Ingham Clark
Edward Lord (Deputy Chairman)	Jeremy Mayhew
Randall Anderson	Sylvia Moys
Mark Boleat	Deputy Joyce Nash
Deputy Billy Dove	Barbara Newman
Sheriff & Alderman Peter Estlin	Philip Woodhouse

Officers:

John Barradell	-	Town Clerk and Chief Executive
Neil Davies	-	Town Clerk's Department
Paul Debus	-	Town Clerk's Department
Scott Nixon	-	Town Clerk's Department
Sacha Than	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Matthew Lock	-	Chamberlain's Department
Michael Cogher	-	Comptroller and City Solicitor
Chrissie Morgan	-	Director of Human Resources
Aniki Applewhite	-	Human Resources Department
Janet Fortune	-	Human Resources Department
Tracey Jansen	-	Human Resources Department
Steve Sheldon	-	Human Resources Department
Barbara Giles	-	City of London Police
Jack Joslin	-	The City Bridge Trust
Shegufta Rahman	-	The City Bridge Trust

[The Chief Commoner Michael Welbank was in attendance]

1. APOLOGIES

Apologies for absence were received from Mark Boleat, Deputy Richard Regan, Deputy Elizabeth Rogula and Angela Starling.

The Chairman advised that former Establishment Committee Member Janet Owen had passed away and the Committee's thoughts were with her family.

The Chairman conveyed good wishes on behalf of the Committee to two Members who were currently unwell.

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

There were no declarations of interest.

3. **MINUTES**

In response to a Member's request for an update on how the use of personal recording devices during disciplinary interviews had been addressed, the Director of Human Resources explained that there had been an increase in the use of recording devices by staff and the best way to manage this was being considered. The Director of Human Resources agreed to provide an update to the Committee at a later date.

RESOLVED – That the public minutes and summary of the meeting held on 16 September 2016 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 Town Clerk informed the Committee that the Member Development Briefing on the Local Authority Designated Officer Role had been cancelled due to a lack of interest. The Town Clerk advised that it would be unlikely for a second session to be arranged on Unconscious Bias in the near future.

Members asked for a summary of information relating to Member Development training with details on courses scheduled, attendance levels and costs. Members added that it would be useful to know of their obligations in relation to undertaking training.

RESOLVED – That:

- a) the Town Clerk look into the points raised with regards to Member Development; and
- b) the Committee note the report.

5. **CITY OF LONDON CORPORATION MARATHON TEAM**

The Committee considered a report of the Town Clerk which asked Members to make a recommendation to the Policy and Resources Committee on the level of payment for the annual grant awarded to the marathon team.

Members suggested that in future it would be useful to set specific objectives for projects like this and the level of funding awarded could be linked to performance against those objectives.

RESOLVED – That the Committee:

- a) note the outcomes of the marathon team;
- b) agree to provide the current level of funding to the marathon team for three years and for a review to take place between years two and three; and

- c) note that the Chief Grants Officer would be requested to approve the charities to be supported by the marathon team on an annual basis.

6. CHAMBERLAIN'S DEPARTMENT ORGANISATION STRUCTURE

The Committee considered a report of the Chamberlain which provided an overview of the organisational changes within the Chamberlain's Department over the past 12-18 months.

In response to a Member's question on future work planned, the Chamberlain confirmed that although there were no further changes anticipated in the Department at present, areas such as IT were fast moving and could require changes in the future.

Members raised the importance of the role of risk management and asked for further information on what consideration had been given to this area. The Chamberlain confirmed that the Internal Audit and Risk Management Team reported directly to him, that consideration had been given to create a risk management culture within the Corporation and that the work of the Internal Audit and Risk Management Team was given high priority.

The Chamberlain informed the Committee that the October Court of Common Council had recommended the re-designation of the position of Financial Services Director to Deputy Chamberlain.

RESOLVED – That the Committee note the report.

7. TOWN CLERK'S OFFICE BUSINESS PLAN PROGRESS REPORT

The Committee considered a report of the Town Clerk which provided an activity update at 30 September 2016 on progress towards achieving the objectives set out in the Town Clerk's Business Plan.

RESOLVED – That the Committee note the report.

8. TOWN CLERK'S RISK REGISTER

The Committee considered a report of the Town Clerk which provided assurance of satisfactory risk management procedures within the Town Clerk's Department.

RESOLVED – That the Committee note the report and the actions taken in the Town Clerk's Department to monitor and manage risks.

9. COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN 2016-2019 PROGRESS REPORT

The Committee considered a report of the Comptroller and City Solicitor which provided a summary of progress toward achieving the aims and objectives of the Comptroller and City Solicitor's Departmental Business Plan 2016-19.

The Committee congratulated the Comptroller and City Solicitor on achieving all targets that had been set.

RESOLVED – That the Committee note the report.

10. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK MANAGEMENT REPORT**

The Committee considered a report of the Comptroller and City Solicitor which provided an update on the Comptroller and City Solicitor's departmental risks as at 30 September 2016.

Members noted that a test within Information Services was due to be undertaken in November 2016 to test access to critical systems and asked for confirmation on who the results would be sent to. The Town Clerk advised that the results should be presented before the Audit and Risk Management Committee.

RESOLVED – That the Committee note the report.

11. **PROTOCOL ON MEMBER OFFICER RELATIONS**

The Committee considered a report of the Director of Human Resources which asked Members to consider a recommendation from the Standards Committee to amend the Protocol on Member/Officer Relations to better reflect corporate initiatives in relation to equality, diversity, and inclusion.

RESOLVED – That the Committee endorse the recommendation of the Standards Committee to amend the Protocol on Member/Officer Relations for onward approval by the Court of Common Council.

12. **NEW APPRENTICESHIP SCHEME AND PAID WORK EXPERIENCE**

The Committee considered a report of the Director of Human Resources which provided an update on the work of the Apprenticeship Task and Finish Group which was set up to address the Government's new policy on the Apprenticeship Levy.

In response to Members' questions on the financing of the Apprenticeship Scheme, the Chamberlain explained that the Government had not yet confirmed all the details of the scheme therefore it was not possible at this stage to set out the all the different financial rates.

The Director of Human Resources confirmed to Members that as part of the scheme, individuals undertaking work experience would have a contract of employment for the duration of their placement and as such would be entitled to statutory benefits. Members raised the point that it was likely that those undertaking work experience would be minors or vulnerable adults, but asked that checks be carried out and adequate training be given for the mentors involved in the scheme.

Members asked that when advertising the scheme, the opportunities be presented before young people not in education, employment or training and that within the scheme there be opportunities for non-academic candidates.

The Director of Human Resources confirmed that the Human Resources Department was in the process of writing guidance and producing a report on the scheme and these issues would be addressed in the report which would be submitted to the Establishment Committee at a later date.

RESOLVED – That:

- a) the Committee approve the pay of Apprentice Level 2 and 3 be increased from £10,920 and £12,480 per annum to the London Living Wage rate of £17,155 and £17,498 (the current London Living Wage plus 2%) respectively with effect from 1 April 2017;
- b) the Committee note that the London Living Wage rate is expected to be uplifted on 31 October 2016;
- c) the Committee agree that these rates are established as pay scales for apprentices and paid work experience and in future reviewed as part of the annual pay considerations;
- d) the Committee endorse revisions to the City Corporation's Pay Policy Statement to reflect this change for onward approval by the Court of Common Council;
- e) the Committee agree in principle the additional costs (£251,500) of providing an expanded service subject to a further report outlining the detailed proposals;
- f) the Committee approve the pay for all paid work experience in line with Level 2 apprentice pay rate (London Living Wage); and
- g) a report be submitted to the Committee at a later date with further details of the scheme.

13. FAMILY FRIENDLY POLICIES - AMENDMENTS TO PROMOTE PARITY

The Committee considered a report of the Director of Human Resources which asked Members to consider a number of minor amendments to current family friendly policies to provide greater parity for employees.

RESOLVED – That the Committee endorse the proposed changes to the Paternity Leave, Adoption Leave and Shared Parental Leave Policies as follows:

- a) continuous local government service be included when considering eligibility for Paternity Leave and Pay;
- b) the second week of Paternity Pay be increased from Statutory Paternity Pay (£139.58) to a normal week's pay;
- c) continuous local government service be included when considering eligibility for Adoption Pay;
- d) adoption Pay be increased to Statutory Adoption Pay (£139.58) plus 50% average pay during week 7 to 18 of adoption leave for employees with at least 52 weeks continuous local government service; and
- e) employees taking Shared Parental Leave with at least 52 weeks continuous local government service have their Shared Parental Pay increased to Statutory Shared Parental Pay (£139.58) plus 50% of average pay during weeks 7 to 18 of the Shared Parental Leave period.

14. **EQUALITY AND INCLUSION UPDATE**

The Director of Human Resources provided the Committee with an update on the recruitment of senior staff; nine appointments had been made of which four were female and five were male.

The Committee was provided with advance copies of the Annual Report which was now available on the intranet.

The Director of Human Resources confirmed that a report on equality and inclusion would be submitted to the Committee in December.

RESOLVED – That the Committee note the update.

15. **HUMAN RESOURCES DASHBOARDS**

The Committee considered a report of the Director of Human Resources which provided Members with data from the Corporate HR Dashboard.

In response to a Member's question on the inclusion of data relating to sexual orientation, the Director of Human Resources explained that staff had been asked to provide this information but it was not compulsory and is protected information.

RESOLVED – That the Committee note the report.

16. **OPERATION OF SCHEME OF DELEGATIONS**

The Director of Human Resources asked that this report and the confidential appendix at item 27 be deferred to the next meeting of the Establishment Committee.

RESOLVED – That the report and confidential appendix be submitted to the December Establishment Committee.

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

There were no questions.

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

There were no urgent items.

19. **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
20, 26	1,2,3,4,5
21	1,2,3
22	3
23	4

20. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 16 September 2016 were approved.
21. **OUTSTANDING ACTIONS REPORT**
The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.
22. **RECRUITMENT ADVERTISING AND PUBLIC NOTICE ADVERTISING - PROCUREMENT STAGE 2/3**
The Committee noted a report of the Chamberlain which provided information on the appointment of a Recruitment Advertising and Public Notice Advertising Service.
23. **CITY OF LONDON POLICE CHANGE PROGRAMME**
The Committee considered and noted a report of the Commissioner of Police which provided information on the City of London Police Change Programme.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.
26. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 16 September 2016 were approved.
27. **OPERATION OF SCHEME OF DELEGATIONS APPENDIX**
Following discussion at item 16, the Committee agreed to defer the confidential appendix.
28. **STAFF APPEALS COMMITTEE REPORT**
The Committee noted a report of the Comptroller and City Solicitor which provided a summary of the Staff Appeal Committee on 16 September 2016.
29. **TRIBUNAL UPDATE**
The Director of Human Resources provided the Committee with an oral update on current tribunal cases.
30. **TOWN CLERK'S UPDATE**
The Town Clerk provided the Committee with an oral update on the reconfiguration of the Town Clerk's Department.

The meeting closed at 2.52 pm

Chairman

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