

<b>Committee:</b> Establishment Committee	<b>Date:</b> 1 December 2016
<b>Subject:</b> Terms of Reference and Frequency of Meetings of the Establishment Committee	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Sacha Than, Committee and Member Services, Town Clerk's Department	

### Summary

1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.
2. The terms of reference of the Establishment Committee are attached as an appendix to this report for your consideration.
3. There are some minor word changes to the Terms of References underlined in Appendix 1 at sections 4 (a), (d), (e), (f), (k) and (o).
4. In section three under Membership, the representative of the Finance Committee is no longer referred to as ex-officio.
5. Human Resources have advised the following minor amendments and/or updates to the Terms of References:
  - a. In section four (e), *the learning and employee development scheme* and *the staff suggestion scheme* be removed as they are not contractual. In addition the reference to harassment can be removed as it is now referenced within the new grievance and disciplinary procedures.
  - b. In section four (n), the following be removed as these ceased being reported a number of years ago and are part of standard processes; *the Professional Fees and Annual Subscriptions; the Long Services Awards; the extension of sick leave of an officer whether on full or half pay*. In addition, *the extension of service of an officer who has reached retirement age* is no longer applicable.
  - c. In section four (n), the following be removed; *the payment to an officer of an honorarium, gratuity, or payment for extra services*, this is because the provision predates the establishment of the MFS board and as Committee approval is sought for those that are more than £5000 or the officer is Grade H or above.

- d. In section four (o), *equal opportunities* be removed as this is included in section four (p).
6. In December 2015, the Establishment Committee agreed to move to a six-weekly cycle of meeting to better fit with the workload of the Committee. The Committee also agreed to move away from meeting on Thursdays in order to avoid clashes with other substantial meetings. Members are asked to consider whether they would like to retain this frequency of meetings going forward.

### **Recommendations**

The Committee is recommended to:

- a) subject to any comments, approve the terms of reference of the Committee for submission to the Court as set out in the appendix; and
- b) consider the frequency of their meetings going forward.

### **Appendices**

Appendix 1 – Terms of Reference

**Contact:**

Sacha Than

Telephone: 020 7332 3419

Email: [Sacha.than@cityoflondon.gov.uk](mailto:Sacha.than@cityoflondon.gov.uk)