

## **ESTABLISHMENT COMMITTEE**

**Tuesday, 17 October 2017**

**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 Edward Lord (Deputy Chairman)  
Randall Anderson  
Sir Mark Boleat  
Deputy Keith Bottomley  
Alderman Peter Estlin  
Deputy Kevin Everett

Jeremy Mayhew  
Sylvia Moys  
Deputy Joyce Nash  
Barbara Newman  
Deputy Elizabeth Rogula  
Ruby Sayed  
Deputy Philip Woodhouse

#### **Officers:**

John Barradell	-	Town Clerk and Chief Executive
Amanda Thompson	-	Town Clerk's Department
Neil Davies	-	Town Clerk's Department
Kate Smith	-	Town Clerk's Department
Michael Cogher	-	Comptroller and City Solicitor
Nick Senior	-	Comptroller and City Solicitor's Department
Tracey Jansen	-	Human Resources Department
Chrissie Morgan	-	Director of Human Resources
Janet Fortune	-	Human Resources Department
Vic Annells	-	Executive Director of Mansion House & Central Criminal Court

### **1. APOLOGIES**

Apologies for absence were received from Sophie Fernandes and Deputy Jamie Ingham Clark.

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

There were no declarations of interest.

### **3. MINUTES**

#### **a) Establishment Committee - 26 July 2017**

RESOLVED – That the minutes of the meeting held on the 26 July 2017 be approved as a correct record.

b) **Establishment Committee - 25 September 2017**

RESOLVED – That the minutes of the meeting held on the 25 September 2017 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 report be noted and updated accordingly.

5. **EQUALITY AND INCLUSION UPDATE**

The Committee received a report updating on equality and inclusion initiatives since reporting on the annual equalities monitoring report in June 2017, together with an update on the work of the Equality and Inclusion Board.

A Member questioned why only maternity provision was under review and asked why paternity provision wasn't included as part of this. The Director of HR (DHR) advised that maternity provision required urgent consideration as the current scheme fell short of arrangements elsewhere, and paternity leave would be considered in due course.

A Member also suggested that the viability of onsite childcare or crèche facilities for staff should be explored, which the Director agreed to do.

RESOLVED – That the report be noted.

6. **HUMAN RESOURCES BUSINESS PLAN - QUARTER 2 UPDATE**

The Committee received a report updating on progress made against the achievement of the HR Business Plan for 2017/18 and highlighting progress made towards objectives and planned activity against the six key objectives as listed in the detailed HR Business Plan.

RESOLVED – That the report be noted.

7. **HUMAN RESOURCES DASHBOARD - AUGUST 2017**

The Committee received a table report summarising the creation of the revised HR Dashboard as well as providing data from the Corporate HR Dashboard. It also provided commentary on the highlight data for the two Departments to which the Establishment Committee was the Service Committee - the Town Clerk's Department and the Comptroller and City Solicitor's Department.

The Committee noted that the general trend in the dashboards was very similar levels of headcount, turnover, recruitment and sick absence as in previous reports.

Members expressed concern at the fact that anxiety/stress/depression were the most common cause for staff absence and it was suggested that more proactive action needed to be taken to address this.

There was also a discussion about the provision of free flu jabs and officers undertook to look into the costs of doing this.

RESOLVED – That the report be noted.

8. **TOWN CLERK'S CORPORATE AND MEMBER'S SERVICES BUSINESS PLAN PROGRESS REPORT**

The Committee received a report updating on the progress made towards achieving the objectives set out in the Town Clerk's Department (Corporate and Member's Services) business plan for 2017/18.

Key highlights were:

- Successful delivery of the Common Council elections, five Aldermanic elections and the UK General Election
- Completion of the 2017 Member Induction and Refresh Programme
- Commencement of staff engagement on the draft Corporate Plan 2018-23

Updates were also provided on the review of project management; strengthening the Committee and Members' Service Team, and the Joint Contact and Control Room (JCCR) project.

In response to a question concerning the impending departure of the current Electoral Services Manager, the Deputy Chairman advised that he was aware that a successful recruitment campaign had been undertaken and an appointment made.

RESOLVED – That the report be noted.

9. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN 2017-2018 PROGRESS REPORT AS AT 30 SEPTEMBER 2017**

The Committee received a report providing a summary of progress towards achieving the aims and objectives of the Comptroller and City Solicitor's Departmental Business Plan 2017-2018.

The Comptroller reported that the Lean Systems Review had been put on hold while the new business management system was being procured.

RESOLVED – That the report be noted.

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

The Committee received the quarterly risk management report for the Comptroller and City Solicitor's department.

The Committee were requested to note that the risk rating for Risk CCS 002 Loss of Information Assets had been revised to include compliance with the General Data Protection Regulations (GDPR) due to come into force on 25 May

2018. This was on the basis that the FoI and Data Protection Compliance Team transferred to Community & Children's Services in April 2017 and they were responsible for the revision of corporate policies & procedures, advising and training departmental representatives on GDPR compliance.

RESOLVED – That the report be noted.

**11. PUBLIC SECTOR EQUALITY DUTY PRESENTATION**

The Committee received a report providing a brief overview of the City of London Corporation's requirements under the Public Sector Equality Duty, under Section 149 of the Equality Act 2010.

The report also included a brief summary of the Public Sector Equality Duty (known as the Equality Duty), as well as how Members and Officers would need to demonstrate 'due regard' to the Equality Duty.

The Deputy Chairman advised that all Members would need to be capable of challenging reports and ensuring that the process was fully embedded within the organisation.

RESOLVED – That the report be noted.

**12. REVISED CAPABILITY PROCEDURE AND PROBATION PROCEDURE**

The Committee received a report of the Director of Human Resources recommending revised Capability and Probationary Procedures which had been reviewed and updated in line with the Managing People Policy principles.

In response to a question the Director advised that both procedures now emphasised the importance of early intervention and collaborative action, which would be supported by revised learning and development interventions for both managers and HR staff to embed a fresh approach to managing people.

RESOLVED - To

- 1) Approve the revised Capability Procedure;
- 2) Approve the revised Probationary Procedure;
- 3) Note the new Supervision and Performance Management Guide; and
- 4) Note the amendments to the management levels authorised to take action in the Managing People Policy.

**13. USE OF VOLUNTEERS**

The Committee received a report updating on the involvement of volunteers across the City of London Corporation and the work that was taking place to ensure consistency in practice regarding the recruitment, induction and training of volunteers.

RESOLVED – To note

- 1) The progress of work to date
- 2) The work which will be taken forward by the Volunteering Working Group
- 3) That a progress report will be provided in January 2018

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

There were no questions.

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

The following reports were missed off the agenda and it was agreed that they could be considered as items of urgent business:

**Social Mobility Employer Index Update**

The Committee received a report outlining the City of London Corporation's sponsorship of the Social Mobility Employer Index and plans for the City Corporation as an employer to improve its ability to attract, recruit and retain talent from all backgrounds.

A Member queried the significance of the City Corporation ranking 50 out of the 98 organisations that had submitted and suggested that more explanation be provided.

It was agreed that an update report be provided in six months' time.

RESOLVED – To support the proposed next steps to improve social mobility (the ability for talent from all backgrounds to gain access to and progress in employment) within the City Corporation, and receive a report back in six months' time.

***The Chairman left the meeting at this point (14.30pm) and the Deputy Chairman took the Chair for the remainder of the meeting.***

**General Data Protection Regulation Report**

The Committee received a report setting out the new requirements of the General Data Protection Regulation (GDPR) and the work required by the Corporation to secure compliance with it by 25<sup>th</sup> May 2018.

RESOLVED – To

- 1) Endorse the general approach; and

- 2) Approve that the Comptroller & City Solicitor be appointed as the Corporation's Data Protection Officer

16. **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.

17. **NON-PUBLIC MINUTES**

a) **Establishment Committee - 26 July 2017**

**RESOLVED** – That the non-public minutes of the meeting held on the 26 July 2017 be approved as a correct record.

18. **OUTSTANDING ACTIONS REPORT**

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

**RESOLVED** – That the report be noted and updated accordingly.

19. **EMPLOYMENT CASES AND SETTLEMENTS**

The Committee noted a report of the Comptroller and City Solicitor in relation to employment cases and settlements.

20. **RESOLUTION FROM THE HOUSE COMMITTEE OF GUILDHALL CLUB**

The Committee considered a resolution from the House Committee of the Guildhall Club.

21. **RESOLUTION FROM THE CORPORATE ASSET SUB-COMMITTEE**

The Committee received a resolution from the Corporate Asset Sub-Committee.

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

There were no questions.

23. **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.

24. **CONFIDENTIAL MINUTES**

a) **Establishment Committee - 26 July 2017**

The confidential minutes of the meeting held on 26 July were approved.

b) **Establishment Committee - 25 September 2017**

The confidential minutes of the meeting held on 25 September were approved.

The Committee welcomed Vic Annells, Executive Director of the Mansion House and Central Criminal Court, to the meeting to update Members on the reorganisation process.

25. **FLEXIBLE RETIREMENT AND JOB SHARE REQUEST**

The Committee received a report concerning a request for flexible retirement and job share.

26. **PAYROLL ADMINISTRATION**

This item was withdrawn.

27. **STAFF RESOURCES IN THE COMPTROLLER AND CITY SOLICITOR'S DEPARTMENT**

The Committee considered a report regarding staff resources in the Comptrollers and City Solicitor's department.

28. **REPORT OF THE TOWN CLERK**

The Committee considered a report concerning the nominated Deputy Town Clerk and Chief Executive.

**The meeting closed at 3.20 pm**

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Chairman

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