

ESTABLISHMENT COMMITTEE

Tuesday, 5 December 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)	Jeremy Mayhew
Deputy Edward Lord (Deputy Chairman)	Sylvia Moys
Randall Anderson	Deputy Joyce Nash
Sir Mark Boleat	Barbara Newman
Deputy Keith Bottomley	Deputy Richard Regan
Alderman Peter Estlin	Deputy Elizabeth Rogula
Deputy Kevin Everett	Ruby Sayed
Sophie Anne Fernandes	Deputy Philip Woodhouse

Officers:

Simon Murrells	-	Assistant Town Clerk
Amanda Thompson	-	Town Clerk's Department
Neil Davies	-	Town Clerk's Department
Kate Smith	-	Town Clerk's Department
Matthew Lock	-	Chamberlain's Department
Michael Cogher	-	Comptroller and City Solicitor
Chrissie Morgan	-	Director of Human Resources
Janet Fortune	-	Human Resources Department
Tracey Jansen	-	Human Resources Department
Amanda Mays	-	Human Resources Department
Colette Hawkins	-	Human Resources Department
Jonathon Poyner	-	Barbican Centre
Cornell Farrell	-	Barbican Centre

1. APOLOGIES

Apologies for absence were received from 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

RESOLVED – That the public minutes and summary of the meeting held on 17 October be approved as a correct record subject to the following amendments:

Officers

The inclusion of Amanda Mays under Officers present.

10. Comptroller & City Solicitor's Departmental Risk Management Report

Replace Community & Children's Services with Comptroller & City Solicitor.

MATTERS ARISING

The Director of Human Resources reported that the viability of providing onsite childcare had been explored and was not considered feasible for the Corporation. She advised that the majority of the workforce was a commuting one and vouchers were available to support provision of childcare for employees closer to home.

The Director reported that the provision of free flu jabs had been explored but would not be cost effective for the Corporation as these were available elsewhere.

The Director reported that in relation to mental health at work, managers were now being trained to recognise the signs of stress and were also being trained on how to raise this with staff and provide guidance on how to address it. It was agreed that a report on this should be brought to a future meeting.

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.

5. **MATERNITY, ADOPTION AND SHARED PARENTAL PAY**

The Committee received a report concerning the review of the City Corporation's Maternity, Adoption and Shared Parental pay policies which had been undertaken to improve these provisions in line with other employers who were committed to family friendly policies.

The Director of Human Resources reported that although the employing department would continue to fund the full cost of maternity pay, it would be met from local risk budgets, however any departments that suffered adversely due to high numbers of staff taking maternity leave would be considered by the Chamberlain on a case by case basis.

The Deputy Chairman, following-up on concerns raised by Chairmen of service committees at a recent meeting, questioned whether the costs could be met from a top-sliced central budget. Other Members concurred and it was agreed that a report be prepared on alternative methods of funding. The Director of Human Resources suggested that this should also include sick pay and other similar costs.

RESOLVED - To

- 1) Enhance the current maternity, adoption and shared parental pay for employees with 52 weeks service to 16 weeks at full pay and 24 weeks at half pay, inclusive of statutory payments; and
- 2) Include a return to work clause of 6 months to retain the ½ pay element (usually 24 weeks minus any statutory maternity pay) of the occupational pay element of maternity, adoption and shared parental pay within these policies
- 3) Instruct the Director of Human Resources and the Chamberlain to prepare a report on possible central funding of maternity, adoption and shared parental pay and other similar costs such as sick pay.

6. REVENUE BUDGETS 2018/19

The Committee received a joint report of the Town Clerk, Chamberlain, and Comptroller and City Solicitor which sought approval from Members for the provisional revenue budget for 2018/19, for subsequent submission to the Finance Committee.

In response to a question, the Assistant Town Clerk reported that he was aware that there was currently no budget for Member's facilities such as stationery and furniture and it was agreed that this be considered and reported back in the general budget report.

RESOLVED - To

- 1) Critically review the provisional 2018/19 revenue budget to ensure that it reflects the Committee's objectives;
- 2) Note the unidentified savings lines for Town Clerk's Budgets of £358,000 and the estimated £169,000 over the local risk resource base on the Comptrollers and City Solicitor's Budgets;
- 3) Approve the budget for submission to the Finance Committee and
- 4) Authorise the Chamberlain to revise these budgets to reflect any further implications arising from the Service Based Reviews and other corporate efficiency projects.
- 5) Instruct the Town Clerk and Chamberlain to include a specific budget for expenditure related to Members in the Town Clerk's Department budget.

7. HIGH LEVEL BUSINESS PLANS FOR 2018/19

The Committee received a report presenting the draft high-level business plan for the Town Clerk's Department (Corporate and Member Services), Corporate HR and the Comptroller and City Solicitor's Department for 2018/19, which was presented alongside the departmental estimate report to enable the draft

ambitions and objectives to be discussed in conjunction with the draft budget for the forthcoming year.

RESOLVED – That the draft high-level business plans for 2018/19 for the Town Clerk's Department (Corporate and Member Services), Corporate HR and the Comptroller and City Solicitor's Department be noted.

8. **OPERATION OF THE SCHEME OF DELEGATIONS**

The Committee received a report of the Director of Human Resources which provided information on redundancies, early retirements, ill health retirements and Market Forces Supplements (MFS) in the reporting period 1 July 2017 – 30 September 2017.

RESOLVED – That the report be noted.

9. **BUYING ANNUAL LEAVE**

The Committee received a report of the Director of Human Resources concerning a pilot scheme for the buying of additional annual leave.

The Director advised that the buying additional leave scheme would be trialled for 1 year to enable any adjustment to the scheme to be made and the full impact to be considered. A report would then be brought back to the Committee for decision prior to a permanent scheme being implemented.

RESOLVED – That the report be noted.

10. **ATTRACTING TALENT**

The Committee received a report of the Director of Human Resources updating on the Attracting Talent project which aimed to review the City of London Corporation's employer brand, commitment to reduce barriers to entry, and workforce and succession planning.

The Director advised that detailed external and internal research and analysis of the end to end recruitment practice within the City Corporation and its image as an employer had resulted in a number of wide ranging proposals. These were both short and longer-term changes to try and attract a more diverse pool of applicants and in turn successfully recruit and establish a more diverse workforce.

A Member expressed concern regarding the profile data for BAME applicants and welcomed the proposals for positive action to address this.

RESOLVED – That the progress on the project be noted.

11. **WORK-LIFE BALANCE**

The Committee received a report of the Director of Human Resources updating on the review of the various types of leave and time off from work available that enabled staff to balance their work and home life.

The Director reported that the review of policies had identified that there was a full range of provisions that supported staff and by advertising these to job seekers this could also attract a more diverse range of candidates for employment and aid recruitment and retention.

RESOLVED – That the report be noted.

12. **REGISTER OF INTERESTS FOR CHIEF OFFICERS**

The Committee considered a report of the Director of Human Resources which provided Members with an updated Register of Interests for Chief Officers.

A Member questioned why officers were required to declare interests outside of work and stated that they should only be required to declare any which might impact on their working life. The Member further stated that it was quite clear that there was a difference of view between officers regarding what they needed to declare.

The Deputy Chairman advised that the reason Chief Officers were required to do this was the same as Members, in case there was a conflict of interest, and it was also good governance.

The Director suggested that the guidelines for the Chief Officers Register of Interests should be reviewed.

RESOLVED – That the report be noted and a review of the Guidelines on the Declaration of Interests for Chief Officers be undertaken.

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

There were no questions.

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

There were no urgent items.

15. **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.

16. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 December were approved.

17. **OUTSTANDING ACTIONS REPORT**

The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.

18. **EXTENSION OF HONORARIA FOR ASSISTANT DIRECTORS**

This item was considered in Part 3 of the agenda.

The Committee received and considered an extension of honoraria report.

19. **NEW WAYS OF WORKING - GUILDHALL COMPLEX SPACE PROGRAMME**
The Committee received and considered a report of the City Surveyor in relation to the Guildhall Space Programme.
20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
21. **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.
22. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 17 October 2017 were approved.
23. **RESTRUCTURE OF THE BARBICAN CENTRE/GUILDHALL SCHOOL OF MUSIC & DRAMA IN-HOUSE ENGINEERING FUNCTION**
The Committee received and considered a report of the Director of Operations & Buildings, Barbican Centre/Guildhall School of Music and Drama in relation to the in-house engineering function.
24. **HUMAN RESOURCES RESTRUCTURE**
The Committee received and considered a report of the Director of Human Resources relating to the review of Corporate HR's structure.
25. **OPERATION OF THE SCHEME OF DELEGATIONS - APPENDIX**
The Committee noted the Confidential appendix to the Scheme of Delegations report considered at agenda item 8.
26. **ANY OTHER BUSINESS**
The Director of Human Resources updated the Committee on a current Home Office Inspection.

The meeting closed at 3.20 pm

Chairman

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