

ESTABLISHMENT COMMITTEE
Monday, 29 October 2018

Minutes of the meeting of the Establishment Committee held at Guildhall on Monday,
29 October 2018 at 2.00 pm

Present

Members:

Deputy Edward Lord (Chairman)
Deputy the Revd Stephen Haines (Deputy Chairman)
Randall Anderson
Sir Mark Boleat
Deputy Keith Bottomley
Deputy Jamie Ingham Clark
Jeremy Mayhew
Sylvia Moys
Alderman William Russell
Ruby Sayed
Deputy Philip Woodhouse

Officers:

John Barradell	- Town Clerk and Chief Executive
Lorraine Brook	- Town Clerk's Department
Kristina Drake	- Town Clerk's Department
Matt Lock	- Chamberlain's Department
Natalie Evans	- Chamberlain's Department
Sean Green	- Chamberlain's Department
Michael Cogher	- Comptroller and City Solicitor
Chrissie Morgan	- Director of Human Resources
Marion Afoakwa	- Human Resources Department
Janet Fortune	- Human Resources Department
Tracey Jansen	- Human Resources Department
Caroline Reeve	- Human Resources Department
Carol Simpson	- Human Resources Department
Andrew Carter	- Director of Community and Children's Services
Laura Somerville	- City Surveyor's Department
Steve Eddy	- Barbican Centre & Guildhall School
Donna Dix	- Barbican Centre & Guildhall School
Sian Britton	- Guildhall School of Music and Drama

Order of business

With the Chairman's consent, the order of business was amended as follows.

1. APOLOGIES

Apologies for absence were received from Deputy Kevin Everett, Sophie Fernandes, Deputy Joyce Nash and Deputy Elizabeth Rogula.

In noting that Deputy Nash was currently unwell, the Chairman extended the Committee's best wishes to her for a speedy recovery.

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

There were none.

3. **MINUTES**

RESOLVED – That the public minutes and summary of the meeting held on 20 September 2018 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.

Revenue Budgets

The Town Clerk advised that officers from the Town Clerk's Department and Chamberlain's Department had been asked to look into putting together a report on Members' spending from the Town Clerk's budget.

However, it was explained that Members' spending was funded from different departmental budgets, and to reconcile the costs would be a substantial piece of work. The Town Clerk advised of the main spending from the Town Clerk's budget, but the Chair had agreed a report was no longer necessary and if Members were interested in specific costs, this could be looked into by officers.

Whilst acknowledging that Member-related spend could not be broken down on a departmental basis, the Committee requested that some form of breakdown within the Town Clerk's budget be provided to Members as part of the annual budget process.

Guildhall Workplace Utilisation Programme

The City Surveyor referred to the various workstreams that were underway, including strategic planning and tactical activities, and outlined the timetable for the project which would include a report being submitted to the Committee in December.

RESOLVED – That the Committee note the report and verbal updates.

5. **GENDER IDENTITY PROGRESS UPDATE**

The Committee received a report of the Director of Human Resources and the Director of Children's and Community Services which summarised key initial findings from the City Corporation's survey on gender identity and updated Members on progress in commissioning independent analysis. It was noted that a detailed report and initial policy proposals would be submitted to the Committee in December for consideration.

Members discussed the survey completion rate and requested clarification in the next report about the level of "skipped" responses, the volume of start but

not finish respondents and a breakdown in terms of representation i.e. the number of respondents living/working in the City or using the City Corporation's services. The Director of Community and Children's Services stressed the importance of hearing a broad range of voices and for the organisation to know who they are. It was noted that tenders for the commissioning of a specialist provider had now been received and work to progress policy development would be met from the Community and Children's Services Departmental budget.

RESOLVED – That the Committee note the report.

6. CITY CORPORATION MODERN SLAVERY STATEMENT

The Committee received a report of the Chamberlain which set out the City Corporation's Modern Slavery Statement developed in response to the Modern Slavery Act 2015.

It was noted that, given the remit of the Establishment Committee, the report was for approval rather than for information, ahead of submission to the Policy & Resources Committee, the Police Committee and the Court of Common Council. All other named committees within the report would receive it for information.

In noting that the Bill was currently progressing through the House of Lords and an extension to the scope of the existing Act to public sector authorities was anticipated, publication of the Statement could therefore be viewed as a way of future proofing the City Corporation's approach. However, some Members commented that given that the statement was ethically just, rather than simply a future proofing exercise, this important aspect should be referenced in the report ahead of submission to other committees.

In terms of wider environmental, ethical and social issues, it was acknowledged that there was a broad range of issues that warranted consideration within a corporate context, as highlighted by the City Corporation's innovative social investment agenda.

RESOLVED – That the Committee:

- a) endorse publication of a voluntary Modern Slavery Statement by the City Corporation; and
- b) endorse the version submitted, including the Modern Slavery Policy contained within and continuous improvement plans detailed throughout, subject to the inclusion of the ethical importance of publication of such a Statement.

7. DECLARATION OF INTERESTS AND REGISTER OF INTERESTS: SENIOR MANAGERS AT GRADES I AND J

The Committee considered a report of the Director of Human Resources which sought approval of a revised Declaration of Interests and separate Register of Interests process for Chief Officers and Senior Managers at Grades I and J.

There was broad support for the introduction of new requirements for Chief Officers and Senior Managers at Grades I and J, although some Members commented that clarification was required in respect of a number of new areas which would require declaration including securities, voluntary commitments and outside interests. It was also suggested that reference to Trade Association membership was inaccurate as individuals could not belong to trade associations. Whilst it was noted that this wording reflected that within the Members' Code of conduct, the Director of HR and the Comptroller and City Solicitor undertook to review the wording and ensure that this was revised as necessary whilst seeking to keep the officer requirements as close to the Member requirements. In respect of securities, the guidance would be clear about nominal values and relationships with individual/multiple companies.

A Member referred to the completion rate by officers and Members in respect of the Related Party Transaction forms and queried how the new declaration process would be managed and declarations appropriately updated. It was noted that completion of the declarations was a condition of employment and all officers at Grades I and J would be required to make a declaration annually, even if there was a nil declaration.

RESOLVED – That the Committee:

- a) approve the revised Declaration of Interests and a separate Register of Interests process for Chief Officers and Senior Managers at Grades I & J; subject to clarification and revision within the policy and the guidance on securities, trade union and trade association membership, outside/voluntary interests; and
- b) note the revised breakdown of disclosure requirements illustrated in the Declaration and Register of Interests Summary Table; and the Declaration and Register of Interests Managers' Guidance, both appended to the report before Members and subject to minor revision by the Director of HR and the Comptroller and City Solicitor (as above).

8. **EQUALITY AND INCLUSION UPDATE**

The Committee received a report of the Director of Human Resources which updated Members on equalities and inclusion activities since July 2018.

In response to a query regarding the status of the service delivery activities and whether the Plan accurately reflected the current position, the Director of HR advised that whilst the Plan set out the HR elements, the Department for Community and Children's Services' (DCCS) related elements had been delayed due to the pending commencement of a new Equalities Manager within DCCS.

With reference to the proposed Equality and inclusion staff conference, the Director of HR confirmed that Members would be invited to attend. The Chair then commended Sylvia Moys for her attendance at City Corporation learning and development events.

RESOLVED – That the Committee note the report.

9. **OPERATION OF THE SCHEME OF DELEGATIONS APRIL 2018 - SEPTEMBER 2018**

The Committee received a report of the Director of Human Resources which provided information on redundancies, early retirements, ill health retirements and Markets Forces Supplements approved in the reporting period 1 April 2018 to 30 September 2018.

RESOLVED – That the Committee note the actions taken under delegated authority.

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

Questions were raised as follows –

(i) Free influenza inoculations

A question was raised regarding whether the City Corporation should offer free influenza inoculations for all officers and Members as soon as practicably possible to reduce sickness absence levels and maximise officer/Member wellbeing. A number of Members were supportive of the suggestion, although it was noted that muscular-skeletal symptoms were the primary cause of sickness absence. The Director of Human Resources went on to explain that the Open Spaces Department was currently piloting a free inoculation scheme for officers and a review of that exercise, including the procurement implications and corporate costs/benefits, could be used to inform a future report to the Committee in December.

RESOLVED – That a report setting out the implications of the introduction of a free influenza inoculation scheme for officers and Members be submitted to the Committee's next meeting in December.

(ii) Corporate Job Evaluation

A query was raised regarding the grading of positions across the organisation and whether there was a consistent approach in terms of job evaluation on a cross-departmental basis. The Director of Human Resources confirmed that all City Corporation posts were subject to a corporately managed job evaluation exercise which ensured that jobs were consistently graded on the basis of post-holder responsibilities and duties. In the event that Market Force Supplements were paid in respect of like-for-like posts, these had to be justified on a case-by-case basis. On the basis that specific posts would be referenced, it was agreed that the discussion would continue in the non-public session of the meeting on the grounds that the information was likely to reveal the identity of an individual (Paragraph 2, Part 1 of Schedule 12A of the Local Government Act 1972).

RESOLVED – That the discussion be noted and the matter deferred for further discussion at Item 15 of the agenda.

11. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

The following items of urgent business were raised –

(i) Letter- Pensioner's Lunch

The Chair referred to a letter that had been received from Rob Hedley-Smith, former Deputy Chamberlain of the City Corporation, extending his thanks to the Establishment and Finance Committees for the recently hosted annual Pensioner's Lunch.

NOTED.

(ii) Annual Staff/Christmas Lunch

The Chair advised Members of a request from the Faith and Belief Network that the title of the Staff Annual Lunch revert back to the Staff Christmas Lunch. It was noted that the Committee had previously agreed that the annual event should be referred to as the Staff Christmas Lunch but for some reason, it continued to be branded as the Staff Annual Lunch. With all Members in agreement, it was agreed that the event organiser should be alerted to the request.

RESOLVED – That the organiser of the Staff Christmas Lunch be advised of the Committee's decision in respect of future branding of the annual event.

(iii) RSVPs – Committee events

The Chair encouraged Members to RSVP to all forthcoming Committee-related events including the Establishment Committee dinner and the Staff Christmas Lunch.

NOTED.

12. 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
13	3,4
17,24	1,2,3
18	5
19,21,25	1,2
20,22	1
23	1,2,3,5

13. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 20 September 2018 were approved.

14. OUTSTANDING ACTIONS REPORT

There were no outstanding actions.

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

[All officers, excluding the Town Clerk and the Director of Human Resources, withdrew from the meeting].

A question was raised in respect of corporate job evaluation practices.

16. **PUBLIC INTEREST DISCLOSURE ACT 1998 - MEMBERS' ROLE**

The Committee received a report of the Director of Human Resources.

17. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

18. **HONORARIA REQUEST**

The Committee considered a report of the Town Clerk.

19. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 20 September 2018 were approved.

20. **HONORARIA REQUEST**

The Committee considered a report of the Chamberlain.

21. **MARKET FORCES SUPPLEMENT REQUEST**

The Committee considered a report of the Principal of the Guildhall School of Music and Drama.

22. **TOWN CLERK'S UPDATE**

The Town Clerk provided an oral update.

23. **STAFF APPEAL SUMMARY**

The Committee received a report of the Comptroller and City Solicitor and Director of Human Resources.

24. **EMPLOYMENT TRIBUNAL CASES**

The Committee received a report of the Comptroller and City Solicitor.

25. **REPORT OF ACTION TAKEN**

The Committee received a report of the Town Clerk.

26. **APPENDIX TO THE SCHEME OF DELEGATIONS**

The Committee received the confidential appendix to Item 9.

The meeting ended at 3.55pm

Chairman

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