

ESTABLISHMENT COMMITTEE

Monday, 15 January 2018

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 Sylvia Moys
Deputy Edward Lord (Deputy Chairman)	Deputy Joyce Nash
Randall Anderson	Barbara Newman
Sir Mark Boleat	Ruby Sayed
Deputy Keith Bottomley	Deputy Philip Woodhouse
Deputy Kevin Everett	

Officers:

Michael Cogher	-	Comptroller and City Solicitor
Chrissie Morgan	-	Director of Human Resources
Janet Fortune	-	Human Resources Department
Amanda Mays	-	Human Resources Department
Amanda Thompson	-	Town Clerk's Department
Matthew Lock	-	Chamberlain's Department
Nicholas Gill	-	City Surveyor's Department
Sufina Ahmad	-	The City Bridge Trust

1. CHAIRMAN'S ANNOUNCEMENTS

Sylvia Moys

The Chairman reported that Mrs Sylvia Moys had been appointed awarded a Member of the Order of the British Empire (MBE) for services to for services to the City of London Corporation and Education in Croydon.

On behalf of the Committee the Chairman expressed his congratulations to Mrs Moys on a richly deserved award from Her Majesty the Queen, and in particular her services to the Establishment Committee.

2. APOLOGIES

Apologies for absence were received from Alderman Peter Estlin, Sophie Anne Fernandes, Jeremy Mayhew and Deputy Elizabeth Rogula.

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

There were no declarations of interest.

4. **MINUTES**

RESOLVED – That the public minutes and summary of the meeting held on 5 December be approved as an accurate record.

Matters Arising

Maternity, Adoption and Shared Parental Pay

The Director of Human Resources queried the resolution concerning the future provision of a report on the possible central funding of maternity, adoption and shared parental pay and advised that she thought that this would be after one year of monitoring and only if it was found that any one department had suffered adversely.

The Deputy Chairman responded that it would be helpful for members to know what options were available in any event and it was agreed that an update be provided in a report to the February meeting.

5. **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 as appropriate.

6. **PAY POLICY STATEMENT**

The Committee considered a report of the Director of Human Resources which asked the Committee to agree the draft Pay Policy Statement 2018/19.

Members noted that certain amendments had been made to the SMG staffing structure with recruitment to three of the posts, two losing residential status and the other acquiring significant additional responsibilities, and also the amendments to the City's redundancy payments system agreed from 25 October 2017.

Members asked that whilst these had been summarised in the covering report, in future it would be helpful for any changes to be highlighted within the Statement and for a copy of the Pay Scales to be included as an appendix.

Members made suggestions for minor changes and also sought clarification on the composition of the Senior Remuneration Panel which appeared to be at odds with the Establishment Committee's Terms of Reference.

The Director of Human Resources advised that she would look into this and also provide a refresher report on senior officer appointments.

RESOLVED – That the draft Pay Policy Statement 2017/18 be amended to reflect the comments made by Members and that delegated authority be given to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the final version prior to submission to the Policy and Resources Committee and Court of Common Council for further approvals.

7. **MARKET FORCES SUPPLEMENTS - APPROVAL PROCESS**

The Committee received a report of the Director of Human Resources summarising the current process, including authority levels and the checks and balances in place in the HR teams, for agreeing Market Forces Supplements.

RESOLVED – That the report be noted.

8. **UPDATE ON STRATEGIC APPROACH TO WORKING WITH VOLUNTEERS**

The Committee received a report of the Director of Human Resources updating on the development of a strategic approach which would strengthen practices relating to volunteering across the City of London Corporation. The approach was being led by the Corporate Strategy and Performance Team, within the Town Clerk's Department, and was informed by the work of the Volunteering Working Group and ongoing support from a range of departments and divisions.

Members were advised that in order to inform the development of the Volunteering Strategy, an appreciative enquiry has been conducted, consisting of structured meetings with Volunteering Working Group members and additional staff whose work related to volunteering.

A strategic development meeting with Volunteering Working Group members and additional staff took place on 9 January 2018, and Members requested that the slides from this session should be circulated to the Committee.

RESOLVED – To note

- 1) the scope and purpose of the strategy in relation to the Committee's original question;
- 2) the strategy milestones; and
- 3) the progress of the work to date.

9. **DEVELOPMENTS IN EMPLOYMENT LAW - UPDATE**

The Committee received a joint report of the Director of Human Resources and the Comptroller & City Solicitor updating on employment legislation developments and their implications.

RESOLVED – That the report be noted.

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

In response to a question concerning when the HR Dashboard would next be coming to the Committee, the Director of HR advised that this was a quarterly report and was scheduled for February/March 2018.

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

There were no urgent items of business.

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.

13. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 15 January were agreed as a correct record were approved as a correct record.

14. **OUTSTANDING ACTIONS REPORT**

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

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

There were no questions.

16. **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.

17. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 15 January were approved.

18. **OUTSTANDING ACTIONS REPORT**

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

19. **POTENTIAL TUPE TRANSFER**

The Committee received and approved a report of the City Surveyor in relation to a 150-year leasehold interest in 1-5 London Wall Buildings

20. **RETENTION PAYMENTS**

The Committee considered a report of the Director of Human Resources in relation to retention payments for HM Judges.

21. **MARKET FORCES SUPPLEMENT - REPORT OF URGENT ACTION TAKEN**

The Committee received and noted a report of Director of Human Resources and the Head of HR, Guildhall School of Music & Drama/Barbican regarding urgent action taken since the last meeting.

The meeting closed at 2.45 pm

Chairman

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