

## **ESTABLISHMENT COMMITTEE**

**Tuesday, 22 May 2018**

**Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

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

#### **Officers:**

John Barradell	- Town Clerk and Chief Executive
Simon Latham	- 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 Thompson	- Town Clerk's Department
Amanda Mays	- Human Resources
Damian Nussbaum	- Director of Economic Development

The Chairman also welcomed the Chief Commoner to the meeting.

#### **1. APOLOGIES**

Apologies for absence were received from Sophie Anne Fernandes, Deputy Richard Regan and Deputy Elizabeth Rogula.

#### **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 25 April be approved as an accurate record.

#### **Matters Arising**

Arising from Minute 9 – Senior Remuneration Committee – the Chairman advised that now the membership had been agreed it would be necessary to agree that the terms of reference of the Senior Remuneration Sub-Committee were to exercise those powers of the Establishment Committee referred to in the following paragraphs of the Committee's terms of reference:

(a) The Establishment Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters relating to the employment of City of London Corporation employees where such matters are not specifically delegated to another Committee. These matters include:-

..... remuneration of Senior Officers;

(f) (ii) to act as the Employer's side of the Senior Management Joint Consultative Committee when meeting representatives of senior management of grades H and above, including High and Table Officers, for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service, etc;

(g) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.

**RESOLVED** – That the terms of reference be agreed.

#### **4. OUTSTANDING ACTIONS REPORT**

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

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

#### **5. HR TRANSFORMATION PROGRAMME**

The Committee received a report of the Director of Human Resources, together with a short film, detailing the HR transformation activity planned for 2018-2010.

Members welcomed the report which was designed to achieve the Corporate Plan outcomes, and also underpin the objectives set out by the Chairman in April. 2018.

Members noted that a holistic and preventative approach to mental health was to be established and asked that this also be extended to unpaid staff and volunteers as appropriate.

**RESOLVED** – To note the report and endorse the HR Transformation Programme 2018-2020 set out in Appendix Two.

#### **6. PEOPLE SECURITY POLICY**

The Committee received a report of the Director of Human Resources outlining the development of a new People Security Policy which set out the standards and expectations in relation to the security and safety of all employees.

RESOLVED – To

- 1) Approve the People Security Policy attached at Appendix 1 of the report; and
- 2) Note the addition of serious breaches of security to the examples of potential gross misconduct in the disciplinary procedure.

**7. THE CITY OF LONDON CORPORATION'S RESPONSIBLE BUSINESS STRATEGY 2018-23**

The Committee received a report of the Chamberlain and the Chief Grants Officer presenting the draft version of “Towards a Sustainable Future: The City of London Corporation’s Responsible Business Strategy, 2018-23”.

The Committee asked that in relation to Outcome 2: The Planet is Healthier, ‘the reduction of the use of diesel vehicles being used by staff to travel to and from work’ should be changed to ‘The reduction of the use of diesel vehicles altogether.’

RESOLVED – that the report be endorsed and amended as agreed.

**8. DATA PROTECTION**

The Committee received a report of the Director of Human Resources proposing a revised Employee Data Protection Policy which would apply to all prospective, current and former employees and workers at the City Corporation.

RESOLVED – To agree

- 1) The Revised Employee Data Protection Policy set out in Appendix 1;
- 2) Updates to the employment contract clauses with effect from 25 May 2018;
- 3) To delegate authority to the Director of Human Resources to approve necessary amendments to HR policies and procedures to ensure their compliance with the new legislation; and
- 4) That the Director reports back after six months on implementation and on the use of her delegated authority.

**9. CORPORATE VOLUNTEERING STRATEGY**

The Committee received a report of the Town Clerk presenting the proposed final version of the Corporate Volunteering Strategy 2018-23 for Members’ information. The strategy set out the City of London Corporation’s vision for

volunteering, in which the organisation 'has a positive volunteering culture, with clear and consistent practices, which support volunteers and their beneficiaries to flourish in the Square Mile, London and beyond' and how it will work towards achieving it.

The paper outlined the process by which the strategy was developed, the next steps for its implementation and its corporate implications.

RESOLVED - to:

- 1) Note the process for developing the strategy; and
- 2) Note the content of the Corporate Volunteering Strategy at Appendix 1 of the report.

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

There were no questions.

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

The following items of business were raised:

**Use of Acronyms**

Report authors were reminded that when using acronyms the full title should be used in the first instance with the acronym in brackets before using the acronym only.

**Late Reports**

The Committee supported the Chairman's proposal that late reports would only be considered if there was:

- 1) A genuine and good reason for the report not being available by the deadline; and
- 2) Clear evidence of a need for the committee to consider the report at the meeting.

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. **2017 MANCHESTER TERROR ATTACK**

At 2.30pm the Committee observed the national one minute silence to remember the victims of the 2017 Manchester terror attack.

14. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes and summary of the meeting held on 25 April be approved as an accurate record.

15. **OUTSTANDING ACTIONS REPORT**

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

16. **NON-COMPLIANT WAIVER REPORT - OCCUPATIONAL HEALTH PHYSICIAN SERVICES**

The Committee received a joint report of the Commander CoL Police and the Director of Human Resources regarding the contract for Occupational Health Physician Services.

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

There were no questions.

18. **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 however the Chief Commoner reported that he had requested details of all volunteers working throughout the organisation so that he could invite them to a reception to thank them for their contributions.

19. **CONFIDENTIAL MINUTES**

**RESOLVED** – That the confidential minutes and summary of the meeting held on 25 April be approved as an accurate record.

20. **OUTSTANDING ACTIONS REPORT**

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

21. **RECONFIGURATION OF THE CRM AND COD FUNCTIONS AND THE TRANSITION TO AND LONG-TERM SUPPORT FOR CITY DYNAMICS**

The Committee received a report of the Town Clerk regarding the CRM and COD functions.

22. **REVIEW OF TRADE UNION FIXED RELEASE**

The Committee received a report of the Director of Human Resources regarding Trade Union fixed Release.

23. **TOWN CLERK'S UPDATE**

The Town Clerk provided the Committee with an oral update.

24. **ANY OTHER ITEMS OF CONFIDENTIAL BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The confidential items of urgent business were noted.

**The meeting closed at 3.25 pm**

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Chairman

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