



Establishment Committee

Date: THURSDAY, 17 SEPTEMBER 2015
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Deputy the Revd Stephen Haines (Chairman)	Wendy Mead
Edward Lord (Deputy Chairman)	Sylvia Moys
Randall Anderson	Deputy Joyce Nash
Nigel Challis	Barbara Newman
Deputy Billy Dove	Deputy Richard Regan
Alderman Peter Estlin	Elizabeth Rogula
Deputy Kevin Everett	Angela Starling
Deputy Jamie Ingham Clark	Philip Woodhouse
Jeremy Mayhew	

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Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 16 July 2015.

For Decision
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 7 - 8)
5. **EQUALITY AND INCLUSION UPDATE**
Report of the Director of Human Resources.

For Information
(Pages 9 - 12)
6. **CALCULATION OF REDUNDANCY PAYMENTS**
Report of the Director of Human Resources.

For Decision
(Pages 13 - 22)
7. **SOCIAL MEDIA POLICY**
Report of the Director of Human Resources.

For Decision
(Pages 23 - 40)
8. **REPORT OF ACTION TAKEN UNDER URGENCY PROCEDURES SINCE THE LAST MEETING**
Report of the Town Clerk.

For Information
(Pages 41 - 42)
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
11. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

12. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 16 July 2015.
For Decision
(Pages 43 - 46)
13. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.
For Information
(Pages 47 - 48)
14. **POST TERMINATION OF EMPLOYMENT RESTRICTIONS ON OFFICERS**
Joint report of the Comptroller and City Solicitor and the Director of Human Resources.
For Decision
(Pages 49 - 54)
15. **EMPLOYMENT TRIBUNAL CASE SUMMARY - SIX MONTHLY UPDATE**
Report of the Comptroller and City Solicitor.
For Information
(Pages 55 - 60)
16. **REPORT OF ACTION TAKEN UNDER URGENCY PROCEDURES SINCE THE LAST MEETING**
Report of the Town Clerk.
For Information
(Pages 61 - 62)
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

19. **CONFIDENTIAL MINUTES**
To agree the Confidential minutes of the last meeting held on 16 July 2015.
For Decision
20. **STAFF APPEALS COMMITTEE MINUTES**
To note the minutes of a Staff Appeals Committee held on 28 July 2015.
For Information

21. **OPEN SPACES DEPARTMENT - REVIEW OF A SERVICE**
Report of the Director of Open Spaces. This report was considered and approved by the West Ham Park Committee on 27 July 2015.
For Decision
22. **OPEN SPACES DEPARTMENT - SERVICE BASED REVIEW 2015/16**
Joint report of the Director of Open Spaces and the Director of Human Resources. This report was considered and approved by the Open Spaces and City Gardens Committee on 7 September 2015.
For Decision
23. **CITY SURVEYOR'S DEPARTMENT**
Report of the City Surveyor.
For Decision
24. **RESTRUCTURING OF A DIVISION WITHIN THE CHAMBERLAIN'S DEPARTMENT**
Report of the Chamberlain.
For Decision
25. **COMPLETION OF THE RECONFIGURATION OF THE TOWN CLERK'S DEPARTMENT**
Report of the Town Clerk.
For Information