



## Establishment Committee

**Date:** WEDNESDAY, 28 OCTOBER 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 17 September 2015.  

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

**For Information**  
(Pages 7 - 8)
5. **CHIEF OFFICER AND SENIOR OFFICER APPOINTMENT PROCESS**  
Report of the Director of Human Resources.  

**For Decision**  
(Pages 9 - 22)
6. **TRADE UNION BILL**  
Report of the Remembrancer.  

**For Information**  
(Pages 23 - 24)
7. **LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**  
Report of the Director of Community and Children's Services. This report was referred to the Establishment Committee by the Community and Children's Services Committee, as per the resolution enclosed within the agenda.  

**For Information**  
(Pages 25 - 42)
8. **SOCIAL MEDIA POLICY**  
Report of the Director of Human Resources.  

**For Decision**  
(Pages 43 - 58)
9. **FUTURE FUNDING OF THE PENSIONERS' ANNUAL LUNCH**  
Report of the Town Clerk.  

**For Decision**  
(Pages 59 - 66)
10. **TOWN CLERK'S QUARTERLY BUSINESS PLAN UPDATE**  
Report of the Town Clerk.  

**For Information**  
(Pages 67 - 72)

- 11. **TOWN CLERK'S DEPARTMENTAL RISK REGISTER**  
Report of the Town Clerk.  
**For Information**  
(Pages 73 - 78)
- 12. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN 2015-2018 - PROGRESS REPORT AS AT 30 SEPTEMBER 2015**  
Report of the Comptroller and City Solicitor.  
**For Information**  
(Pages 79 - 84)
- 13. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK REGISTER**  
Report of the Comptroller and City Solicitor.  
**For Information**  
(Pages 85 - 94)
- 14. **OPERATION OF THE SCHEME OF DELEGATIONS - QUARTERLY UPDATE**  
Report of the Director of the Human Resources.  
**For Information**  
(Pages 95 - 96)
- 15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
- 17. **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**

- 18. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 17 September 2015.  
**For Decision**  
(Pages 97 - 100)
- 19. **OUTSTANDING ACTIONS REPORT**  
Report of the Town Clerk.  
**For Information**  
(Pages 101 - 102)
- 20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

21. **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**

22. **CONFIDENTIAL MINUTES**  
To agree the Confidential minutes of the last meeting held on 17 September 2015.

**For Decision**

23. **OPERATION OF THE SCHEME OF DELEGATIONS - QUARTERLY UPDATE - CONFIDENTIAL APPENDIX**  
Members' only appendix to the report of the Director of Human Resources.

**For Information**

24. **CALCULATION OF REDUNDANCY PAYMENTS**  
Report of the Director of Human Resources.

**For Decision**