



Establishment Committee

Date: THURSDAY, 4 FEBRUARY 2016

Time: 11.30 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

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

Enquiries: Chris Braithwaite
tel. no.: 020 7332 1427
christopher.braithwaite@cityoflondon.gov.uk

Lunch will be served in the 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 10 December 2015.
For Decision
(Pages 1 - 10)
4. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.
For Information
(Pages 11 - 12)
5. **HUMAN RESOURCES DASHBOARDS**
Report of the Director of Human Resources.
For Information
(Pages 13 - 22)
6. **TOWN CLERK'S OFFICE (POLICY AND DEMOCRATIC SERVICES) BUSINESS PLAN PROGRESS REPORT**
Report of the Town Clerk
For Information
(Pages 23 - 26)
7. **ESTABLISHMENT COMMITTEE RISK - TOWN CLERK'S DEPARTMENT**
Report of the Town Clerk.
For Information
(Pages 27 - 34)
8. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN 2015-2018 - PROGRESS REPORT**
Report of the Comptroller and City Solicitor.
For Information
(Pages 35 - 38)
9. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL STRATEGIC RISK MANAGEMENT REPORT**
Report of the Comptroller and City Solicitor.
For Information
(Pages 39 - 48)

10. **STATUTORY DISMISSAL PROCEDURES FOR THE HEAD OF PAID SERVICE (TOWN CLERK AND CHIEF EXECUTIVE), MONITORING OFFICER (COMPTROLLER AND CITY SOLICITOR) AND CHIEF FINANCIAL OFFICER (CHAMBERLAIN)**
Joint report of the Town Clerk and Director of Human Resources.
For Information
(Pages 49 - 58)
11. **SENIOR OFFICER RECRUITMENT PROCEDURE**
Joint report of the Town Clerk and Director of Human Resources.
For Decision
(Pages 59 - 70)
12. **DOMESTIC ABUSE AND STALKING POLICY**
Report of the Director of Human Resources.
For Decision
(Pages 71 - 80)
13. **DRAFT PAY POLICY STATEMENT 2016/17**
Report of the Director of Human Resources.
For Decision
(Pages 81 - 90)
14. **EQUALITY AND INCLUSION UPDATE**
Report of the Director of Human Resources.
For Information
(Pages 91 - 92)
15. **OPERATION OF THE SCHEME OF DELEGATIONS - OCTOBER - DECEMBER 2015**
Report of the Director of Human Resources. To be considered in conjunction with the Confidential appendix in the Members Only section of the agenda.
For Information
(Pages 93 - 94)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
18. **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

19. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 10 December 2015.
For Decision
(Pages 95 - 98)

20. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.
For Information
(Pages 99 - 100)
21. **RESOLUTION FROM THE HOUSE COMMITTEE OF THE GUILDHALL CLUB**
To consider a resolution from the meeting of the House Committee of the Guildhall Club held on 14 December 2015.
For Decision
(Pages 101 - 102)
22. **SERVICE BASED REVIEW: DEPARTMENTAL MONITORING - TOWN CLERK'S DEPARTMENT**
Report of the Town Clerk. To be considered in conjunction with the confidential appendix in the Members Only section of the agenda. This report was considered by the Efficiency and Performance Sub-Committee on 13 January 2016 and the Policy and Resources Committee on 21 January 2016.
For Information
(Pages 103 - 106)
23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
24. **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

25. **CONFIDENTIAL MINUTES**
To agree the Confidential minutes of the last meeting held on 10 December 2015.
For Decision
26. **CONFIDENTIAL APPENDIX TO THE OPERATION OF THE SCHEME OF DELEGATIONS - OCTOBER - DECEMBER 2015**
Confidential appendix to the report of the Town Clerk.
For Information
27. **CONFIDENTIAL APPENDIX TO THE TOWN CLERK'S SERVICE BASED REVIEW DEPARTMENTAL UPDATE REPORT**
Confidential appendix to the report of the Town Clerk.
For Information
28. **CITY SURVEYOR'S DEPARTMENT - HONORARIA**
Report of the City Surveyor.
For Decision
29. **CITY SURVEYOR'S DEPARTMENT - RESTRUCTURE**
Report of the City Surveyor.
For Decision

30. **DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES - MARKET FORCES SUPPLEMENT**
Report of the Director of Community and Children's Services.
For Decision
31. **CHAMBERLAIN'S DEPARTMENT - RESTRUCTURE**
Report of the Chamberlain.
For Decision
32. **TOWN CLERK'S DEPARTMENT - MARKET FORCES SUPPLEMENT**
Report of the Director of Economic Development.
For Decision
33. **GUILDHALL SCHOOL OF MUSIC AND DRAMA - SUCCESSION PLANNING**
Report of the Town Clerk.
For Decision