



Establishment Committee

Date: THURSDAY, 9 JUNE 2016

Time: 11.30 am

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

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

Enquiries: Chris Braithwaite
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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. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council from 21 April 2016.

For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order 29.

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order 30.

For Decision
6. **MINUTES**
To agree the public minutes and summary of the meeting held on 19 April 2016.

For Decision
(Pages 3 - 8)
7. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 9 - 12)
8. **APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE**
To appoint four Members, in addition to the Chairman, Deputy Chairman and representative of the Finance Committee, to the Joint Consultative Committee.

The Joint Consultative Committee will meet at 1.45pm on 9 June 2016.

For Decision
9. **TRADE UNION ACT**
Report of the Remembrancer.

For Information
(Pages 13 - 14)
10. **REFRESHING THE PAY AND REWARD STRATEGY FOR THE CITY OF LONDON CORPORATION**
Report of the Director of Human Resources.

For Decision
(Pages 15 - 18)

11. **CENTRAL CRIMINAL COURT - REPORTING LINES**
Report of the Deputy Town Clerk.

For Information
(Pages 19 - 28)
 12. **REVISED DISCIPLINARY AND DISMISSAL PROCEDURE FOR THE HEAD OF PAID SERVICE, MONITORING OFFICER AND CHIEF FINANCIAL OFFICER**
Report of the Director of Human Resources.

For Decision
(Pages 29 - 42)
 13. **NEW APPRENTICESHIP LEVY AND TARGET**
Report of the Director of Human Resources.

For Information
(Pages 43 - 46)
 14. **ANNUAL EQUALITIES IN EMPLOYMENT MONITORING REPORT**
Report of the Director of Human Resources.

For Information
(Pages 47 - 74)
 15. **HUMAN RESOURCES DASHBOARDS**
Report of the Director of Human Resources.

For Information
(Pages 75 - 84)
 16. **OPERATION OF THE SCHEME OF DELEGATIONS - JANUARY - MARCH 2016**
Report of the Director of Human Resources.

For Information
(Pages 85 - 86)
 17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
 18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
 19. **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**
20. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 19 April 2016.

For Decision
(Pages 87 - 88)

21. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 89 - 90)

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

23. **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

24. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 19 April 2016.

25. **CONFIDENTIAL APPENDIX TO THE QUARTERLY REPORT ON THE OPERATION OF THE SCHEME OF DELEGATION**

Appendix to a report of the Director of Human Resources.

For Decision
For Information

26. **CITY SURVEYOR'S DEPARTMENT - EXTENSION OF HONORARIA PAYMENTS**

Report of the City Surveyor.

For Decision

27. **CHAMBERLAIN'S DEPARTMENT - MARKET FORCES SUPPLEMENT**

Report of the Chamberlain.

For Decision

28. **2016/17 PAY AWARD**

Report of the Director of Human Resources.

For Decision

29. **TOWN CLERK'S DEPARTMENTAL RECONFIGURATION: UPDATE**

Town Clerk to be heard.

For Decision