



## Establishment Committee

**Date:** TUESDAY, 12 JULY 2016

**Time:** 1.45 pm

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

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

**Enquiries:** Sacha Than  
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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. **MINUTES**  
To agree the public minutes and summary of the meeting held on 9 June 2016.  

**For Decision**  
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS REPORT**  
Report of the Town Clerk.  

**For Information**  
(Pages 9 - 10)
5. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**  
To note the minutes of the meeting held on 9 June 2016.  

**For Information**  
(Pages 11 - 12)
6. **LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT**  
Report of the Director of Community & Children's Services.  

**For Information**  
(Pages 13 - 16)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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

10. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 9 June 2016.

**For Decision**

(Pages 17 - 18)

11. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**

(Pages 19 - 22)

12. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

To note the non-public minutes of the meeting held on 9 June 2016.

**For Information**

(Pages 23 - 24)

13. **CITY PROCUREMENT RESTRUCTURE**

Report of the Chamberlain.

**For Decision**

(Pages 25 - 34)

14. **UPDATE ON 2016/17 PAY AWARD**

Director of Human Resources to be heard.

**For Information**

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

16. **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**

17. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 9 June 2016.

**For Decision**

18. **REVIEW A TEAM WITHIN THE CENTRAL CRIMINAL COURT**

Report of the Secondary of London

**For Decision**

19. **RESTRUCTURE OF A TEAM WITHIN THE OPEN SPACES DEPARTMENT**

Report of the Director of Open Spaces.

**For Decision**

20. **STAFF APPEALS COMMITTEE MINUTES**

To note the minutes of a Staff Appeals Committee held on 20 May 2016.

**For Information**

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## ESTABLISHMENT COMMITTEE

Thursday, 9 June 2016

**Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.30 am**

### **Present**

#### **Members:**

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

#### **Officers:**

John Barradell	- Town Clerk and Chief Executive
Susan Attard	- Deputy Town Clerk
Christopher Braithwaite	- Town Clerk's Department
Simon Latham	- Town Clerk's Department
Sacha Than	- Town Clerk's Department
Peter Kane	- Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Peter Bennett	- City Surveyor
Sam Cook	- Remembrancer's Department
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Human Resources Department
Tracey Jansen	- Human Resources Department
Oliver Sanandres	- Town Clerk's Department

**Alderman Peter Estlin in the Chair.**

#### **1. APOLOGIES**

There were no apologies.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

#### **3. ORDER OF THE COURT OF COMMON COUNCIL**

The Committee considered the Order of the Court of Common Council of 21 April 2016 appointing the Committee and approving its terms of reference. The Town Clerk advised that Wendy Mead had since resigned from the Establishment Committee and Mark Boleat had been appointed to the

Committee. The Town Clerk confirmed the recognised unions were GMB and UNITE.

**RESOLVED** – That the Committee notes the report.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. A list of Members eligible to stand was read and Deputy The Reverend Stephen Haines, being the only Member expressing willingness to serve, was elected Chairman for the ensuing year and took the Chair.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. A list of Members eligible to stand was read and Edward Lord, being the only Member expressing willingness to serve, was duly elected Deputy Chairman for the ensuing year.

6. **MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 19 April 2016 be approved as a correct record subject to the following amendment:

Pg. 1: Michael Cogher be added to the list of Officers in attendance.

7. **OUTSTANDING ACTIONS REPORT**

The Committee considered a report of the Town Clerk which provided details of outstanding actions from previous meetings. Members praised the all-Member breakfast briefing which took place on 8 June 2016; the Town Clerk confirmed that a summary of all proposals would be circulated to the Policy and Resources Committee and other individual proposals would be submitted to each Committee.

**RESOLVED** – That the Committee notes the report.

8. **APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE**

The Committee considered the appointment of four representatives to the Joint Consultative Committee. Five Members expressed an interest in serving. The Committee therefore agreed to extend Membership by one Member for the ensuing year.

**RESOLVED** – That Membership of the Joint Consultative Committee be extended by one to allow the following five Members in addition to the Chairman, Deputy Chairman, and the representative of the Finance Committee to serve on the Joint Consultative Committee:

Randall Anderson  
Nigel Challis  
Deputy Joyce Nash  
Angela Starling  
Philip Woodhouse

9. **TRADE UNION ACT**

The Committee considered a report of the Remembrancer which provided the Committee with information on the enactment of the Trade Union Act.

**RESOLVED** – That the Committee notes the report.

10. **REFRESHING THE PAY AND REWARD STRATEGY FOR THE CITY OF LONDON CORPORATION**

The Committee considered a report of the Director of Human Resources which proposed an increase to the thresholds for the awarding of Market Forces Supplement by the Market Forces Board.

**RESOLVED** – That the Committee agrees that:

- a) In order to retain the robust system all supplements can only be awarded on the basis of independently verified market data, using valid comparators.
- b) Submissions have to include what has been done to make the job and the department more attractive to candidates or to retain existing staff.
- c) Submissions must also include what terms and conditions have been considered to widen the field of candidates including increasing diversity.
- d) Market Forces Supplements can be awarded by the Market Forces Board up to:
  - i. £10,000 for posts grade F and below
  - ii. £15,000 for Grades G & H
  - iii. £20,000 for Grades I & J
- e) All supplements awarded are summarised and reported to Establishment Committee four times a year.
- f) Payment of honoraria remains unchanged

11. **CENTRAL CRIMINAL COURT - REPORTING LINES**

The Committee considered a report of the Deputy Town Clerk which set out the proposal of a new Committee to oversee all aspects of the work of the Central Criminal Court for a period of five years.

The Town Clerk advised that the Policy and Resources Committee had agreed that the Committee should be formed as a Sub-Committee of that Committee.

In response to a Member's query, the Deputy Town Clerk confirmed that the time period of five years was decided upon due to the extensive works which were planned to be carried out to the building over the next five years.

**RESOLVED** – That the Committee notes the report and endorses the proposal for the establishment of a new stand-alone Committee for a period of five years.

12. **REVISED DISCIPLINARY AND DISMISSAL PROCEDURE FOR THE HEAD OF PAID SERVICE, MONITORING OFFICER AND CHIEF FINANCIAL OFFICER**

The Town Clerk and Chief Executive, Chamberlain, and Comptroller and City Solicitor left the room during the consideration of this item.

The Committee considered a report of the Director of Human Resources which presented a revised disciplinary and dismissal procedure for the Head of Paid Service, Monitoring Officer and Chief Financial Officer, to comply with the Local Authorities Regulations 2015. The Town Clerk advised Members that an amendment was required to the disciplinary procedure to state that Terms of Reference of the Review Panel were set out in the White Paper, rather than Standing Orders.

**RESOLVED** – That the Committee approves the revised disciplinary procedure, subject to the amendment that Terms of Reference of the Review Panel are set out in the White Paper, rather than Standing Orders

13. **NEW APPRENTICESHIP LEVY AND TARGET**

The Committee noted a report of the Director of Human Resources which provided information on the Government's two apprenticeship policies and the implications of these policies on the City Corporation as an employer.

Members endorsed the Town Clerk's suggestion that the City of London Corporation should be an exemplar in the employment of apprentices. The Town Clerk and Chief Executive reported that he had commenced discussions with Chief Officers on the target of delivering 100 apprenticeships across the Corporation, and proposed to provide a progress report at a later date.

The Director of Human Resources confirmed that the City of London Corporation's Graduate Programme was in place and there were also plans to seek to implement a similar scheme for candidates who did not wish to enter further education. In response to a Member's query on plans unrelated to academic achievement, the Director of Human Resources confirmed that further information would be provided at a later date.

Members discussed the different types of apprenticeships available and asked for further information to be provided at a later date on how the provision of apprenticeships had affected permanent staff.

Members asked for an update on the Recovery Career Service. The Director of Human Resources agreed to provide an update to the Member following the meeting.

**RESOLVED** – That the Committee notes the report.



14. **ANNUAL EQUALITIES IN EMPLOYMENT MONITORING REPORT**

Members asked that a third option such as “other” be included in employment monitoring questions on gender. Members commented on the importance of recognising unconscious bias during the recruitment process, particularly in relation to ethnicity and age. The Director of Human Resources explained to the Committee that a major project had commenced looking into recruitment and attracting talent which included consideration of unconscious bias. The Government’s Equalities Office had recently published guidance for employers on the recruitment and retention of transgender staff and this would be considered as part of the recruitment project. The Director of Human Resources proposed to provide a report to the Committee on the Recruitment Project.

In response to a Member’s query on career progression, the Director of Human Resources proposed to provide a report to the Committee on recent recruitment of Senior Managers.

In response to a Member’s query on comparison data in relation to recruitment and starter and leaver information for previous years, the Director of Human Resources confirmed that upon request, it would be possible to provide direct comparisons and further information.

**RESOLVED** – That the Committee notes the report.

15. **HUMAN RESOURCES DASHBOARDS**

The Committee noted a report of the Director of Human Resources which provided data from the Corporate HR Dashboard. The full electronic version of the dashboard was made available to Members at the meeting.

Members commented on the increased number of accidents. The Director of Human Resources explained that there had not been an increase in accidents, but an increase in the reporting of accidents due to improvements made to the reporting systems. This was seen as a positive, but there should now be a focus on increasing reporting of near misses.

In response to a Member’s query on how the number of new starters surpassed the number of appointments, the Director of Human Resources explained that there had been different recruitment systems and when the data was put together, the various systems had been joined up. Members suggested that explanations be included with the figures going forward to explain discrepancies.

**RESOLVED** – That the Committee notes the report.

16. **OPERATION OF THE SCHEME OF DELEGATIONS - JANUARY - MARCH 2016**

The Committee considered a report of the Director of Human Resources which provided information on any redundancies, early retirements and ill health retirements in the reporting period January to March 2016.

**RESOLVED** – That the Committee notes the actions taken under delegated authority.

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

There were no questions.

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

There were no urgent items.

19. **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.

<b>Item</b>	<b>Paragraph</b>
20, 27	3
21	3,4
24	1,2,3,4
25, 26	1,2,3
28	4
29	1,2

20. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 19 April 2016 were approved.

21. **OUTSTANDING ACTIONS REPORT**

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

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

There were no questions.

23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

24. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 19 April 2016 were approved.

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

The Committee considered an Appendix to a report of the Director of Human Resources which set out the redundancies and ill health retirements from the period January to March 2016.

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

The Committee considered and approved a report of the City Surveyor which requested an extension of honorarium payments for two posts within the City Surveyor's Department.

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

The Committee considered and approved a report of the Chamberlain which requested a Market Forces Supplement for a post within the Chamberlain's Department.

28. **2016/17 PAY AWARD**

The Committee noted a report by the Director of Human Resources which set out the pay claim made by the Trade Unions.

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

The Committee considered and approved a report of the Town Clerk which provided an update on the reconfiguration of the Town Clerk's Department.

**The meeting closed at 12.56 pm**

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Chairman

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**Establishment Committee – Outstanding Actions**

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	10 March 2016, Item 5	<u>Unconscious Bias Training</u> The Committee requested that the Member Development Steering Group consider whether equality and inclusion training, including training on unconscious bias, should be mandatory for all Members.	Town Clerk	September 2016	The Town Clerks' Department has liaised with HR, and a Member Development training session is due to take place in September 2016.

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## JOINT CONSULTATIVE COMMITTEE

Thursday, 9 June 2016

Minutes of the meeting of the Joint Consultative Committee held at the Guildhall EC2 at 1.45 pm

### Present

#### Members:

Deputy the Revd Stephen Haines  
Edward Lord  
Randall Anderson  
Nigel Challis  
Deputy Jamie Ingham Clark  
Deputy Joyce Nash  
Angela Starling  
Philip Woodhouse

#### Union Members

Guy Baker – GMB  
Gary Carter – GMB  
Sean Davidson – GMB  
Colin Bull – UNITE  
Rose Keeping – UNITE  
Sorcha Rooney - UNITE

#### Officers:

Christopher Braithwaite	- Town Clerk's Department
Sacha Than	- Town Clerk's Department
Caroline Al-Beyerty	- Chamberlain's Department
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Human Resources
Tracey Jansen	- Human Resources

#### 1. APOLOGIES

Apologies for absence were received from Dean Brown, and Mike Moore.

#### 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

No declarations of interest were received.

#### 3. MINUTES

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 10 March 2016 be approved as an accurate record, subject to the following amendments:

Pg. 1: Julian Barker to *become* Julian Parker  
Sean Davis to *become* Sean Davidson

#### 4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

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

There were no items of urgent business.

6. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – 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.

**Item(s)**

7-10

**Paragraph(s)**

4

7. **NON-PUBLIC MINUTES**

The non-public minutes of the last meeting were approved as an accurate record.

8. **2016/17 PAY CLAIM**

The Committee responded to the 2016/17 Pay Claim submitted by GMB and UNITE.

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

There were no questions.

10. **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.

**The meeting closed at 2.40 pm**

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Chairman

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<b>Committee(s)</b>	<b>Dated:</b>
Community and Children Services – For Information Safeguarding Sub Committee – For Information Establishment Committee – For information	13 May 2016 2 June 2016 12 July 2016
<b>Subject:</b> Local Authority Designated Officer 2015/16 Annual Report	<b>Public</b>
<b>Report of:</b> Ade Adetosoye, Director Community and Children Services	<b>For Information</b>
<b>Report author:</b> Chris Pelham, Assistant Director People	

## Summary

This report updates Members on the activity and performance of the Local Authority Designated Role (LADO) for 2015/16. This update is further to the 2014/15 annual report that was submitted to the Committee in September 2015 which provided Members with background information on the role of the LADO, referral data and highlighted the need to raise greater awareness of the role both across the City of London Corporation and partners.

The Community and Children Services Committee requested that the 2014/15 report be taken to several committees to raise awareness of the role.

In addition to sharing the 2014/15 report with Members across a number of committees, a significant amount of training and briefings on the role of the LADO was carried out. As a result of this awareness-raising activity there has been a significant percentage increase in referrals to the LADO in 2015/16 compared to previous years.

## Recommendation

Members are asked to note the report.

## Main Report

### Background

The responsibilities of the LADO are set out in “Working Together” to safeguard children, March 2015, and the London Child Protection Procedures, 5<sup>th</sup> edition, 2015, Chapter 17. All allegations made against staff (including volunteers) that call into question their suitability to work with, or be in a position of trust with, children, whether made about events in their private or professional life, need to be formally reported to the LADO.

In the City of London the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly in to the Assistant Director, People. Guidance and training on professional allegations is available through the City and

Hackney Safeguarding Children Board website and agencies have access to consult with the LADO in the City of London.

## **Current Position**

### Raising Awareness

As a result of the low referral rate to the LADO, as reported in the 2014/15 Annual Report, the Community and Children Services Committee requested that the report be circulated to other relevant committees in order to raise awareness of the role.

Between September 2015 and January 2016, the report was presented to the following committees;

- Safeguarding Sub (Community & Children's Services) Committee
- Establishment Committee
- Culture, Heritage and Libraries Committee
- Barbican Residential Committee
- Board of Governors of the City of London Freeman's School
- Board of Governors of the City of London School
- Board of Governors of the City of London School for Girls
- Board of Governors of the Guildhall School of Music and Drama
- Chief Officers Group

In addition to attending these committees, the LADO has updated partners on the City of London Executive Safeguarding Children Board, the Safeguarding Education Forum and Domestic Abuse Forum. As part of the LADO role, support and advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to social care.

There has also been a considerable focus on delivering LADO training across the multi-agency partnership, and within individual agencies during 2015/16. This has included the LADO delivering the following training and/or briefings:

- Forty representatives from voluntary sector-based organisations attended a children services briefing event, which included a slot on the role of the LADO.
- Forty-nine City of London staff attended Child Protection training that included the role of the LADO.
- Nine City of London staff attended allegations management and private fostering training.
- Approximately 30 staff from Sir John Cass Foundation Primary School received training on the LADO role and professional allegations at an inset day in January 2016.
- The role of the LADO has been included in the City of London Children Services Induction programme, which has been delivered to approximately 70

professionals from across a number of agencies working with children and families.

In addition to these sessions, the City and Hackney Safeguarding Children Board has delivered training in the City on the role of the LADO and Safer Recruitment, as part of the Board's core training offer:

- Twenty-two people from the Police, Health, Youth Services and Education attended training on safeguarding in October 2015.
- Forty people from Early Years Settings, City of London HR, Health, Education and the voluntary sector attended two sessions on Safer Recruitment in February and March 2016.

### Referrals

As a result of this activity there has been a significant increase in the number of LADO referrals, compared to the three previous years:

3 – 2012/13  
2 – 2013/14  
5 – 2014/15  
11 – 2015/16

The referrals in 2015/16 have come from a range of sources:

1 - Youth Service  
2 – Independent Schools  
3 – Maintained School  
1 – City of London Corporation  
1 - Anonymous  
1 – Early Years Setting  
1 – Other Local Authority  
1 – Education Employment Agency

The reasons for the referrals were:

3 – Physical  
3 – Sexual  
5 – Behaviour

### Learning

As a result of no referrals being made by Health, the City and Hackney Safeguarding Children Board commissioned the Safeguarding Lead in the Clinical Commissioning Group to carry out a review of safeguarding practice across relevant health partners to ensure staff were aware of the role. This review concluded that the practice was appropriate and staff were aware of the role.

In March 2016, a similar exercise was initiated in respect of the Police in Hackney and the City. Initial discussions have commenced between the LADO and the Professional Standards Division in the City of London Police to review police awareness of the role.

A recurring theme that has been coming through on the LADO referrals has been concerns around safer recruitment practices within organisations. In some agencies safer recruitment practices are not always consistently being implemented, especially in relation to checking references and DBS checks. There have also been issues with staff who have been employed for some considerable time, whereby when checks have been made on their employment background there is limited information on their employment history and references for the post. These findings resulted in the commissioning of training into safer recruitment, as referenced above.

### **Corporate & Strategic Implications**

The work of the LADO is a statutory requirement and supports the City of London's responsibility to ensure safeguarding children duties are in place and effective. The role of the LADO is a key role in implementing the City of London Corporation Safeguarding Policy and aligns with a key priority in the Department of Community and Children Services Business Plan.

### **Implications**

There are no financial implications associated with this report.

### **Conclusion**

The report has highlighted LADO activity and referral rates for 2015/16, and demonstrated the impact that raising awareness and delivering training and briefings has had on the increase in referrals to its current highest level in the City. The delivery of training and briefing sessions will continue as part of the 2016/17 LADO work plan.

### **Appendices**

Not applicable.

### **Background Papers**

Local Authorities Designated Officer Annual Report 2014/15.

### **Chris Pelham**

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By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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