



Establishment Committee

Date: THURSDAY, 30 JANUARY 2020
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Deputy Edward Lord (Chair)	Jeremy Mayhew
Deputy Kevin Everett (Deputy Chairman)	Sylvia Moys
Randall Anderson	Deputy Joyce Nash
Deputy Keith Bottomley	Barbara Newman
Alderman Sir Charles Bowman	Deputy Richard Regan
Tracey Graham	Deputy Elizabeth Rogula
Deputy the Revd Stephen Haines	Ruby Sayed
Sheriff Christopher Hayward	Deputy Philip Woodhouse
Deputy Jamie Ingham Clark	

Enquiries: John Cater
tel. no.: 020 7332 1407
john.cater@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm
N.B. Part of this meeting could be the subject of audio 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 of the meeting held on 10th December 2019.

For Decision
(Pages 1 - 6)

4. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 7 - 10)

Strategic Business

5. **BREXIT UPDATE**

The Director of Human Resources to be heard.

For Information

6. **2020/21 PAY POLICY**

Report of the Director of HR.

For Decision
(Pages 11 - 40)

For Formal Decision

7. **DEPARTMENTAL BUDGET ESTIMATES AND HIGH-LEVEL SUMMARY
BUSINESS PLAN 2020-21**

Joint Report of the Town Clerk, the Chamberlain, and the Comptroller & City Solicitor.

For Decision
(Pages 41 - 70)

8. **FUNDING FOR CITY OF LONDON CORPORATION STAFF SPORTS AND
ACTIVITIES CLUB (COLSSAC)**

Report of the Town Clerk.

For Decision
(Pages 71 - 76)

9. **PROPOSAL TO CHANGE THE NAME OF THE GRAND COMMITTEE**

Report of the Town Clerk.

For Decision
(Pages 77 - 78)

10. **ESTABLISHMENT COMMITTEE - TERMS OF REFERENCE REVIEW**

Report of the Town Clerk.

For Decision
(Pages 79 - 82)

For Information

11. **HR HELPDESK SOFTWARE**

Joint Report of the Chamberlain and the Director of HR.

For Information
(Pages 83 - 86)

12. **PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE (JCC)**

For Information

- a) Public Minutes of the Joint Consultative Committee - 10th December 2019
(Pages 87 - 88)

To note the minutes of the meeting held on 10th December 2019.

- b) Public Minutes of the Joint Consultative Committee (Employer Side only) - 15th
January 2020 (Pages 89 - 90)

To note the minutes of the meeting held on 15th January 2020.

13. **PUBLIC MINUTES OF THE SENIOR REMUNERATION SUB-COMMITTEE - 5TH
DECEMBER 2019**

To note the minutes of the meeting held on 5th December 2019.

For Information
(Pages 91 - 94)

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

15. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

16. **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

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 10th December 2019.

For Decision
(Pages 95 - 96)

18. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 97 - 98)

For Information

19. **STAFF SURVEY ACTION PLANS**

Report of the Town Clerk.

For Information
(Pages 99 - 106)

20. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE - 10TH DECEMBER 2019**

To note the non-public minutes of the meeting held on 10th December 2019.

For Information
(Pages 107 - 108)

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

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

Part 3 - Confidential Agenda

23. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 10th December 2020.

For Decision

24. **CONFIDENTIAL MINUTES OF THE JOINT CONSULTATIVE COMMITTEE (EMPLOYER SIDE ONLY) - 15TH JANUARY 2020**

To note the confidential minutes of the meeting held on 15th January 2020.

For Information

25. **CONFIDENTIAL MINUTES OF THE SENIOR REMUNERATION SUB-COMMITTEE
- 5TH DECEMBER 2019**
To note the confidential minutes of the meeting held on 5th December 2019.
- For Information**
- For Formal Decision**
26. **HONORARIUM REQUEST**
Report of the Chamberlain.
- For Decision**
- For Information**
27. **CHAIR'S APPRAISAL UPDATE**
The Deputy Chairman to be heard.
- For Information**
28. **TOWN CLERK'S UPDATE**
The Town Clerk to be heard.
- For Information**