



Establishment Committee

Date: WEDNESDAY, 9 DECEMBER 2020

Time: 1.45 pm

Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members:

Deputy Edward Lord, Farringdon Without South Side (Chair)	Sheriff Christopher Hayward
Tracey Graham (Deputy Chairman)	Deputy Jamie Ingham Clark
Randall Anderson	Jeremy Mayhew
Deputy Keith Bottomley	Sylvia Moys
Alderman Sir Charles Bowman	Deputy Richard Regan, Farringdon Within North Side
Henry Colthurst	Deputy Elizabeth Rogula
Karina Dostalova, Farringdon Within	Ruby Sayed
Deputy Kevin Everett	Deputy Philip Woodhouse
The Revd Stephen Haines	

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Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/cGPkNokirN4>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda - Standing Items

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **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 - Confidential Agenda

4. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 29th October 2020.

For Decision

For Discussion

5. **PAY AWARD 2021-2022**

Chair and Executive Director, Human Resources to be heard.

For Discussion

6. **DRAFT DEPARTMENTAL SAVINGS PROPOSALS**

Oral Update of the Comptroller & City Solicitor, the Town Clerk and the Director of Human Resources.

For Information

For Formal Decision

7. **COVID PAYMENTS**

Report of the Director of Human Resources.

For Decision

8. **FLEXIBLE RETIREMENT**

Report of the Director of Human Resources.

To Follow.

For Decision

For Information

9. **OPERATION OF THE SCHEME OF DELEGATIONS - APRIL 2020 – SEPTEMBER 2020 - CONFIDENTIAL APPENDIX**

Report of the Director of Human Resources.

For Information

10. **TOWN CLERK'S UPDATE**

The Town Clerk to be heard.

For Information

Part 3 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 29th October 2020.

For Decision
(Pages 1 - 2)

12. **REDUNDANCY AND REDEPLOYMENT POLICIES**

Report of the Director of Human Resources

For Decision
(Pages 3 - 68)

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

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

Part 4 - Public Section - Non-Standing Items

15. **MINUTES**

To agree the public minutes of the meeting held on 29th October 2020.

For Decision
(Pages 69 - 72)

Strategic Business

16. **BREXIT UPDATE**

The Director of Human Resources to be heard.

For Information

For Formal Decision

17. CORPORATE TRANSPORT POLICY (RE-DRAFT)

Joint Report of the Director of Human Resources and the Director of the Built Environment.

For Decision
(Pages 73 - 94)

18. FIXED TERMS FOR INDEPENDENT PERSONS

Report of the Comptroller & City Solicitor.

For Decision
(Pages 95 - 102)

For Information

19. GENDER, ETHNICITY AND DISABILITY PAY GAPS

Report of the Director of Human Resources.

Withdrawn

For Information

20. SOCIAL MOBILITY EMPLOYER INDEX

Oral Update

For Information

21. OPERATION OF THE SCHEME OF DELEGATIONS - APRIL 2020 – SEPTEMBER 2020

Report of the Director of Human Resources.

For Information
(Pages 103 - 104)

22. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

23. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

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

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ESTABLISHMENT COMMITTEE Thursday, 29 October 2020

Minutes of the meeting of the Establishment Committee held at Guildhall on
Thursday, 29 October 2020 at 11.00 am

Present

Members:

Deputy Edward Lord (Chair)
Tracey Graham (Deputy Chair)
Randall Anderson
Deputy Keith Bottomley
Alderman Sir Charles Bowman
Henry Colthurst
Karina Dostalova
Sheriff Christopher Hayward
Deputy Jamie Ingham Clark
Jeremy Mayhew
Deputy Elizabeth Rogula
Deputy Philip Woodhouse

Alderman Sir David Wootton (Guest of the Committee)

Officers:

Angela Roach	- Assistant Town Clerk
Michael Cogher	- Comptroller and City Solicitor
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Town Clerk's Department
Tracey Jansen	- Human Resources
Marion Afoakwa	- Human Resources
Amanda Mays	- Town Clerk's Department
Julie Smith	- Chamberlain's Department
John Cater	- Town Clerk's Department

1. APOLOGIES

Apologies for absence were received from Kevin Everett, Stephen Haines and Ruby Sayed.

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

There were no declarations of interest.

3. MINUTES

RESOLVED – That the public minutes of the meeting held on 17th September be approved as an accurate record.

4. **RESETTING OF DEPARTMENTAL BUDGETS 2020/21**

The Committee received a Report of the Chamberlain concerning the resetting of departmental budgets for the remainder of the 2020/21 financial year.

RESOLVED – that the Committee noted the Report.

5. **PUBLIC SUMMARY OF THE TACKLING RACISM TASKFORCE'S MEETING HELD ON 2 OCTOBER 2020**

The Committee received the public summary of the Tackling Racism Taskforce's meeting held on 2nd October 2020.

RESOLVED – that the Committee noted the summary.

6. **DRAFT PUBLIC SUMMARY OF THE TACKLING RACISM TASKFORCE'S MEETING HELD ON 16 OCTOBER 2020**

The Committee received the draft public summary of the Tackling Racism Taskforce's meeting held on 16th October 2020.

The Chair informed Members that they had attended all the Taskforce's meetings to date. They thought the meetings were very productive and anticipated that a strong set of recommendations would emerge in December.

RESOLVED – that the Committee noted the summary.

7. **RESOLUTION FROM PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

The Committee received a Resolution of the Port Health & Environmental Services Committee.

The Chairman of the Port Health & Environmental Services Committee (PHSE), who also serves as a Member of the Establishment Committee, explained that this was the second time that PHES had raised this issue with the Establishment Committee, and it appeared that no progress had been made in terms of ensuring that information concerning driving qualifications and accreditations for the Corporation's volunteers had been stored on a reliable, integrated database.

The Director of Human Resources confirmed that, whilst progress had been made in capturing data on the driving qualifications and accreditations of paid employees of the Corporation, work was needed to ensure that volunteers' data was also captured, she was confident that the Target Operating Model would offer an opportunity to deliver a more joined up set of records (i.e. between those of paid employees and volunteers) and, once the TOM consultation was launched, would be able to provide a timescale to the Chairman of PHES on when an integrated record system could be operational.

More broadly, Members noted that a funding bid had been made by HR for a new enhanced IT system that would fully integrate all staff (paid or voluntary) in

one place. Officers would ensure that driving qualifications and accreditations would be included in the spec.

RESOLVED – that the Committee noted the Resolution and asked the Director of Human Resources to update the Chairman of Port Health and Environmental Services Committee on timescales, as outlined above, before the next meeting of that Committee on 24th November 2020.

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

There were no questions.

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

The following items of urgent business were raised –

Lisvane Review

The Deputy Chair proposed that the Committee should allocate some time at its next meeting on 9th December to those recommendations, pertaining to the future of the Establishment Committee, of the Lisvane Review.

In response to points raised around the timelines of the broader consultation of the Lisvane Review, the Chair confirmed that they would work with the Deputy Chair and officers to confirm a time in the diary for Establishment Committee to discuss Lisvane. If there was insufficient time to include a discussion at the formal meeting next month, potentially, we could look to set up a special one item meeting in early January or take the discussion to the following formal Establishment Committee meeting on 27th January. Officers would confirm arrangements with Members in due course.

Staff Appeal Committee

The Committee clerk reminded Members that some had yet to respond to a request to offer their availability to serve on the Staff Appeal Committee in 2021. The Chair reiterated the importance of serving on this Committee and asked that those Members who had yet to respond, to do so as soon as possible.

10. **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.

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 17th September were approved.

12. **DEPLOYMENT POST 31ST OCTOBER 2020**

The Committee considered a Report of the Director of Human Resources concerning deployment of furloughed and part-furloughed staff.

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

There were no questions.

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

There were no items of urgent business.

15. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 17th September were approved.

16. **TARGET OPERATING MODEL (TOM)**

The Committee considered a Report of the Town Clerk concerning the Target Operating Model.

17. **TARGET OPERATING MODEL (TOM) SENIOR RECRUITMENT PROCESS AND PANELS**

The Committee considered a Report of the Town Clerk concerning the Target Operating Model.

18. **SETTLEMENT PROPOSAL**

The Committee considered a Report of the Town Clerk concerning a settlement.

The meeting ended at 12.30 pm

Chair

Committee(s)	Dated:
Establishment	9 December 2020
Subject: Corporate Transport Policy (re-draft)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Director of Human Resources / Director of the Built Environment	For Decision
Report author: Justin Tyas, Health Safety and Wellbeing Manager / Sarah Maxwell, Corporate Transport Manager	

Summary

This report outlines proposed revisions and updates to the existing Corporate Transport Policy (Health and Safety) which is overdue for review.

The changes proposed are detailed below and reflect changes to government guidance as well as organisational development.

There are no anticipated additional costs associated with implementing the policy updates and to subordinate guidance. Measures required will continue to be met from departmental local risk budgets.

Recommendation(s)

Members of the Establishment Committee are asked to:

- Approve the revised Corporate Transport Policy (Health and Safety)

Main Report

Background

1. Driving is one of the most dangerous work activities that our staff do regularly. One third of driver fatalities on the roads involve people who are driving for work. Health and safety legislation places a duty of care on the City of London Corporation, as an employer, to identify and control the risks to which our staff who are driving in the course of their duties are exposed.
2. The Health and Safety Executive (HSE) in collaboration with the Department for Transport and the Royal Society for the Prevention of Accidents have published Guidance for Employers on "*Driving at Work – Managing work-related road safety*". This Guidance clearly states their view that the requirements of Section 2 of the Health and Safety at Work etc Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1999 apply to all work-related activities, including work-related driving.
3. The City Corporation has highlighted a Corporate Risk (CR) (CR20) for Road Safety. Several departments have highlighted and focused on aspects of workplace transport as key areas of priority risk emphasis including Markets and Consumer Protection and Open Spaces.

Current Position

4. The City Corporation has an existing Corporate Transport Policy that was approved by the Establishment Committee in July 2015. Apart from a minor administrative change (update to embedded links in October 2016) the policy had not been reviewed.
5. The current Corporate Transport Policy does not apply to the City of London Police who have their own procedures and arrangements. The Policy does not apply to Members.
6. The Corporate Transport Policy focuses on safe drivers, safe journey planning and safe vehicles. The Policy is supported by subordinate guidance and whilst it falls under the overarching umbrella of the Corporate Health Safety and Wellbeing Policy, the technical expertise sits under the department of the Built Environment (Transportation & Public Realm - Cleansing).
7. Consultees have included the Departmental Safety Managers Forum members, Occupational Health, the Director of Procurement, and the Transport Coordinators Group and Corporate Health, Safety and Wellbeing Committee. All Chief Officers were consulted for one month on the proposed changes and there were no adverse challenges made.

Proposals

8. The proposed updates / changes to the Corporate Transport Policy which reflect changes government guidance and include City Corporation organisational development are detailed in **Appendix 1**.

Corporate & Strategic Implications

9. The proposed revisions / updates to the Corporate Transport Policy (Health and Safety) supports the delivery of our corporate objectives but in particular it contributes the outcomes of:

- People are safe and feel safe
- People enjoy good health and wellbeing

The Corporate Transport Policy supports our focus on safe drivers, safe vehicles and safe environments/premises. It also supports the risk mitigations for the Road Safety Corporate Risk (CR20).

Financial and resource implications

10. There are no anticipated additional costs or resource implications associated with implementing the policy updates and to subordinate guidance. Measures required will continue to be met from departmental local risk budgets.

Legal, risk and security implications

11. The Corporate Transport Policy and associated procedures, when implemented, support and the protects the City Corporation from the of risk of non-compliance with the Health and Safety at Work Act 1974 and associated regulations. Duties under the Road Traffic Act 1991 also apply. Any vehicle related fatality could potentially be investigated under the Corporate Manslaughter Act 2007.
12. Organisations also have duties under road traffic law, e.g. the Road Traffic Act and the Road Vehicles (Construction and Use) Regulations, which are administered by the police, and other agencies such as the Driver and Vehicle Standards Agency (DVSA). Having a vigorous Corporate Transport Policy assists the City Corporation to meet our legal obligations and reduces the risk of adverse outcomes.
13. The Corporate Transport Policy with its appropriate and robust driver safety and licencing checks positively supports the City Corporation's Security Strategy.

Equalities implications

14. The City Corporation is committed to:
 - Eliminating discrimination and promoting equality and diversity in its Policies, Procedures and Guidelines, and

- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged
15. In applying the Corporate Transport Policy, the City Corporation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.
16. The revised policy does not appear to have any adverse effects on people who share protected characteristics and no further actions are anticipated at this stage.

Climate implications

17. No change anticipated. However, continuing to ensure environmental impacts are considered during fleet replacement and a good standard of servicing and maintenance is maintained for vehicles, will reduce the environmental impact of our business.

Conclusion

18. There is significant good practice associated with the management of corporate transport at the City Corporation. However, the Corporate Transport Policy is overdue for review.
19. Proposed updates / revisions to the Corporate Transport Policy are proportionate, reflecting changes to government guidance and internal organisational development and are aligned with our Corporate Plan's outcomes and organisational objectives.

Appendices

None

Background papers

[Corporate Health Safety and Wellbeing Policy](#)

[Driving at Work – Managing Work Related Road Safety](#) (HSE)

[An Introduction to Managing Occupational Road Risk](#) (ROSPA)

Report author

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Sarah Maxwell, Corporate Transport Manager - DBE

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Appendix 1 - Proposed changes / revisions to the Corporate Transport Policy

1	<p>Document Control sheet put in that the policy should be reviewed every 3 years or in line with changes to legislation.</p> <p>Page 2</p>
2	<p>Updated the introduction to the policy and highlighted the CR20 Risk. Our policy actively supports the management of the risk and road safety ensuring people are safe and feel safe.</p> <p>Page 3</p>
3	<p>Emphasise that specialist vehicles should be compliant under PUWER: PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998.</p> <p>Page 3</p>
4	<p>Policy scope, where the Corporate Transport policy sits and who is responsible for the ensuring the policy is being adhered to. Starting with Health and Safety and Town Clerks and that DBE Corporate Transport Manager (CTM) will audit departments to ensure compliance. Auditing and monitoring have been implemented and is continuing.</p> <p>Page 4</p>
5	<p>Set out the minimum standard for Plant and Vehicle maintenance and accreditation: Fleet Operators Recognitions Scheme (FOR's) and Construction Logistics and Community Safety (CLOCs) for departments that may require the standard.</p> <p>Page 5</p>
6	<p>5.4 Changed from Line managers' responsibilities to Corporate Transport Manager's (CTM) responsibilities with a structure of Town clerk first then Chief Officers/ Head Teachers the CTM, then line managers' responsibilities and roles with the policy. Further information will be found in the subordinate guidance. No change to the responsibilities just a change in the structure.</p> <p>Page 8/9</p>
7	<p>5.7 Health declaration and Other employment forms for all drivers who drive a City of London vehicle. They will be required to declare if they are taking any medication that could affect their driving and a computer eye test which will be required to be completed every 6 months.</p> <p>Other employment declaration forms will enable drivers to declare if they have any other work so we can manage fatigue and the effects of the working hours and their driving ability. This is also done every 6 months. All forms found on the intranet; the guidance gives further details.</p> <p>Page 11</p>

8	5.6 All vehicles should have a minimum of a safety check every 6 months or 26 weeks to ensure it is road worthy unless covered by the PUWER standard. The subordinate guidance gives further details. Page 10
9	5.7 Professional drivers must follow the drivers' medical flow chart and follow the health declaration forms and other employment forms with the guidance of the flow chart. To avoid breaching the driver's hours and working time directive. Page 11
10	5.14 Changes to the ages of Vocational drivers who are required to have a full medical. The ages will now fall in line with DVLA. The health declaration forms should flag up any issues where occupational health will be required in between these ages for full medicals. Plus, these are now only required for vocational drivers not every driver over the age of 45. Page 14
11	Incident reporting should all be recorded onto the incident line and to ensure insurance details are exchanged. In the event of street furniture damaged then they are required to inform the police. Page 15
12	Duties of Premises Controllers / Site managers – they are responsible for ensuring robust workplace and transport procedures are in place. Ensuring there is a responsibility to have safe drivers, safe site and vehicles under their control. Page 16

Health and Safety-Corporate Transport Policy

Issue No.	03
Date	December 2020
Review date	December 2023
Author	Jim Graham Justin Tyas
Approved by	Establishment Committee

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Document Control Sheet

The policy should be reviewed every 3 years or in line with changes to legislation or driving laws.

Revisions

Version	Page/Para no	Change	Approved
Original Document Approved 16th July 2015	First document		Establishment Committee
02 (Oct 2016)	5.7 & 7 7.2	Update to driver mandate. Link updated.	Jim Graham
December 2020	As documented in report to Establishment Committee	<i>Establishment Committee report – Appendix 1</i>	Draft

1. Introduction

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week.

The limited space on the Square Mile's medieval street network has to cope with the increasing use of the highway by vehicles, pedestrians and cyclists within the City of London.

The City Corporation has highlighted a Corporate Risk (CR) (CR20) for Road Safety. Our policy actively supports the management of this risk, and our Corporate Outcome that *People are safe and feel safe*. This Corporate Transport Policy provides an overarching corporate framework for managing (powered vehicle) occupational road risk and is supported by subordinate guidance.

The Health and Safety Executive (HSE) in collaboration with the Department for Transport and the Royal Society for the Prevention of Accidents have published Guidance for Employers on "*Driving at Work – Managing work-related road safety*". This Guidance clearly states their view that the requirements of Section 2 of the Health and Safety at Work etc Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1999 apply to all work-related activities, including "work-related driving".

For specialist vehicles, e.g. fork-lift trucks, JCBs and HGVs etc any specific items, HSE guidance or the Provision and Use of Work equipment Regulations (PUWER) 1998 will need to be considered in addition to the requirements of this policy.

This policy should be read in conjunction with the City Corporations Health Safety & Wellbeing, Lifting and Work Equipment and No Smoking Policies.

2. Policy Scope

This policy applies to all City Corporation employees, casuals, agency workers, consultants, volunteers and contractors who drive on business. For the purposes of this policy, the term 'staff' will refer to all those to which this policy applies. This policy does not currently apply to members.

This policy does not apply to officers and staff of the City of London Police, who have a separate Policy and Procedures governing the use of police vehicles.

The Corporate Transport Policy is the responsibility of the Corporate Health Safety and Wellbeing Team which sits within the Town Clerk's department. The Department of the Built Environment (DBE) will be the specialist lead for ensuring that compliance standards of the policy are maintained corporately. This will be overseen through the Transport Coordinating Group (TCG) and managed by the Corporate Transport Manager (CTM) and the Cleansing section DBE.

It applies to any motorised transport used by staff to drive at work including, but not limited to:

- Motorcycles
- Cars
- Vans
- Lorries
- Forklift trucks
- Other specialist vehicles

It excludes non-motorised vehicles and modes of transport such as bikes or horses and does not apply to motorboats.

3. Policy Statement

The City Corporation recognises its duty of care to all persons in scope who drive as part of their duties at work. The City Corporation

acknowledges that those driving on the organisation's business may be at increased occupational risks related to fatigue, stress, working alone or unforeseen events. The City Corporation is committed to reducing the risks which our staff and all persons in scope face and create when driving or riding for work as so far reasonably practicable.

The aim of the policy is to ensure that adequate controls are in place to protect both the City Corporation and the individual and to provide a set of standards which form a framework within which all parties may confidently operate.

It is acknowledged that the minimum requirements for vehicle and plant items are the legal standards of maintenance set out in the Provision and Use and Work Equipment Regulations 1998 (PUWER). For some vehicles it may be appropriate to apply an industry standard such as FORS (Fleet Operators Recognitions Scheme) or CLOCS (Construction Logistics and Community Safety). The decision will be made upon an appropriate assessment of the associated risk for each department and in discussion with the City Procurement Team.

4. Definitions

Under health and safety and road traffic law driving at work includes any driving for work whether on the public highway or on a City Corporation site (including the higher risk areas such as air and seaports, and markets) if it also includes on-the-road work activities.

Health and safety law does not apply to commuting, unless the employee is travelling for work purposes from their home to a location which is not their usual place of work, or they are driving a City Corporation Fleet Vehicle.

5. Duties roles and responsibilities

5.1 Members

Members and other nominated parties acting on Committees play a crucially strategic role at the City Corporation. It is important to demonstrate leadership and commitment as per the Corporate Health Safety and Wellbeing Policy.

Members of City Corporation Committees are expected to ensure that driving operations and vehicles are adequately considered when making decisions at a strategic level.

Members and Committees will ensure, so far as is reasonably practicable, that there are suitable and sufficient funds and resources available to meet the requirements of the legislation and to protect the health and safety of staff at work.

5.2 Town Clerk & Chief Executive

The Town Clerk will ensure that all appropriate mechanisms are in place for this policy to be applied across the City Corporation.

The Town Clerk will:

- Provide leadership to ensure good standards.
- Ensure the provision of competent advice.
- Ensure adequate resources are made available for driving operations (such as the delivery of training, provision of systems and procedures) as necessary.
- Incorporate Occupational Road Risk into the work of the strategic Health Safety and Wellbeing Committee.

5.3 Chief Officers / Head Teachers

Chief Officers are ultimately responsible for ensuring the implementation of corporate and departmental policies within their departments.

Chief Officers will:

- Ensure line managers and staff understand this policy and their responsibilities under it and that its requirements are applied.
- Ensure driving operations where applicable are included in their departmental Health & Safety Plans.
- Ensure that all information relating to departmental transport operating information is passed to the City of London corporate Transport Manager regularly as required for inclusion on the Fleet Management system.
- Through leadership and personal example, foster positive attitudes towards driving operations throughout their departments.
- The Chief Officer may delegate the task but not the responsibility to an appropriately senior manager such as the Bursar or Premises Controller.

Documentation and Record Keeping

Comprehensive records of vehicle operating data must be maintained in all departments, if not by the Chief Officer then someone responsible within the department to have control on vehicle compliance. A Fleet Management software package exists to ensure this data is managed and an audit trail is kept. All departments must ensure this information is updated in a timely manner. Information required will include:

- Mileage covered in period.
- Fuel purchased in period by quantity and cost.
- Inspections and maintenance reports.
- Any other repair invoices, including all City Corporation damage carried out.
- Parking Charge Notices (PCN) and any Fixed Penalty Notices (FPN).
- Cost details of the above.

5.4 Corporate Transport Manager (CTM) & Transport Coordinating Group (TCG)

The CTM in conjunction with the TCG (Transportation Coordinating Group) is responsible for reviewing and revising this Policy as necessary.

The CTM will:

- Provide advice and direction on matters relating, servicing and inspection of vehicles and plant to responsible managers.
- Maintain suitable compliance and assurance records as necessary.
- Undertake scheduled and ad-hoc inspections and audits where necessary, reporting findings to the relevant Service Director and TCG.
- Act as the competent person for guidance related to corporate transport matters, providing guidance, support and advise on training as required.

The CTM's responsibilities include providing advice and support to staff throughout the organisation to ensure that appropriate risk assessments in relation to driving at work are undertaken, health and safety risks identified, and appropriate health and safety systems are in place.

5.5 "O" Licence

The City of London Corporation is required to hold an Operator's licence (O Licence) that allows it to operate vehicles over 3.5 tonnes. The CTM is the nominated 'O' licence holder on behalf of the City of London Corporation and is charged with ensuring compliance with the licencing conditions.

The CTM will lead on monitoring this policy across the City Corporation.

The City Corporations fleet management system will be managed by the CTM who will audit the system to ensure that all information for City Corporation vehicles is updated periodically by the responsible manager for each Department.

5.6 Line Managers

It will be the duty of the managers responsible for driving at work to ensure that all areas of this Policy are complied with within their areas of responsibility

Risk Assessment

Line Managers must ensure a risk assessment is carried out on the driving operations under their control to identify significant risks and ensure controls are in place to manage these risks which could include:

- Eliminating the use of vehicles by suitable alternatives e.g. train travel, video conferencing etc. This must be considered where Grey Fleet vehicles are used on a regular basis.
- Assessing driving risks including those set out below under Information, Instruction and Training.

Journey Planning

Every journey must be managed. Line Managers are responsible for journey planning, as are transport managers and drivers, and must take account of the journey management factors (see subordinate guidance) when scheduling and planning routes.

Training

Line Managers must ensure their staff who drive at work receive adequate comprehensible information, instruction and training. This will be available through the City Corporation Training Module

available on City Learning and a driving assessment should be booked with the Road Danger Reduction Team for Professional Drivers (5.7 below). All can be accessed on the intranet.

Line Managers must ensure, where appropriate, that written instructions on vehicle safety standards are provided, i.e. where a specific safety management system is in place such as loading/unloading of vehicles or work by the roadside.

Line Managers need to be aware that medication, whether prescribed or bought over the counter, may temporarily affect fitness to drive. All drivers are required to complete the Health Declaration Form on the intranet every six months. Line Managers should seek further advice from Occupational Health when informed or made aware of a member of staff taking medication.

Vehicles

City Corporation owned vehicles must be maintained in a road worthy (or suitably task fit) condition. Vehicles owned or leased by the City Corporation should have a minimum vehicle safety check every 6 months or 26 weeks carried out by a qualified technician to ensure the vehicle is safe and legal to be on the road, unless covered by the PUWER standard. Subordinate Guidance is provided.

Pool cars and other leased/owned vehicles must be maintained in a roadworthy condition and additional maintenance checks as set out in the City Corporation guidance, or the lease car schemes Terms and Conditions, are undertaken.

The vehicle must be suitable for the task it is being used for, i.e. fitted with the correct signs with regard to the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 as appropriate.

5.7 Professional Drivers

Professional drivers must be properly selected, authorised, competent, and fit to drive the vehicle in accordance with the relevant Procedures. All drivers must follow the Drivers Medical Flowchart and complete the Driver's Health Declaration found on the intranet. The form must be completed every six months along with any other employment declaration for a full-time driver. Professional drivers must also complete the Other Employment Form to ensure Line Managers are aware of all working and driving hours to avoid breaching the Driving Hours and Working Time Directive.

Employees who are employed as drivers must have a current UK driving license which must be checked at six monthly intervals as a minimum. This will be done using an online licence check provider in accordance with DVLA guidelines.

Line managers must ensure that all drivers are provided with adequate time to complete their planned driving activities safely.

5.8 Other Drivers of City Vehicles (Occasional)

Line managers must ensure that other drivers of City vehicles must have a current, valid driving license and are adequately authorised before allowing them to embark on a business journey.

Details must be uploaded on to the City People. If unsure, advice should be sought from the CTM

5.9 Grey Fleet Vehicles

'Grey fleet' is the term used to describe any vehicles that do not belong to the City Corporation, but which are used for business travel. This might include a privately rented or leased vehicle, or a vehicle privately owned by an employee. When they are driven on work related business, often in return for a cash allowance or fuel expense, these vehicles then become considered part of the 'grey fleet' and as such fall under the responsibility of the employer.

Any driver using their own vehicle under these arrangements must ensure their car has been registered for use at work with their line manager. This must be done prior to any work use. For this registration to take place the following will be required:

- A completed vehicle registration form.
- Driving licence validity check (including completion of a driver mandate).
- Insurance details including business use.
- Valid MOT Certification.
- Road Tax validity.

No mileage or allowance will be paid unless this registration has taken place prior to the journey being made.

5.10 Accidents/Incidents

In the event of an accident line managers must ensure the members of staff have exchanged insurance details with the other driver, (see subordinate procedures) and if someone has been injured or a member of staff has collided with roadside furniture the member of staff is advised not to leave the scene until the police have been informed.

Line managers must ensure that accidents are reported to the CTM and the Insurance Section. A report should be made to the City Corporation's Accident/Incident / Incident Line.

Line Managers must consider and, where appropriate, arrange any referrals that an employee may require to the Occupational Health Department for fitness to continue driving and counselling if deemed appropriate.

Where a pattern emerges of several accidents/incidents by a driver, a mandatory driving assessment/re-assessment must be undertaken.

5.11 Smoking

Smoking and vaping are not permitted within any City Corporation vehicles at any time or privately owned, rented or leased vehicles whilst they are being used for City Corporation business.

5.12 Mobile phones and satellite navigation devices

The use of handheld mobile phones whilst driving is illegal and expressly forbidden. The sending/typing and reading of text messages and e-mails whilst driving is also expressly forbidden.

The City Corporation does not generally require any employee to make or receive phone calls whilst driving and staff are not expected to answer their mobile phone whilst driving.

Where the provision of hands-free phone kits to staff is considered necessary, line managers must ensure a risk assessment is undertaken prior to provision of the equipment.

5.13 Driving Assessments

All drivers accessing vehicles provided by the City Corporation must be authorised.

To be authorised anyone driving a City Corporation vehicle must undergo a driver assessment for the vehicle they are going to be driving. This assessment will be with an instructor and usually for an hour.

Departments using complex or non-standard vehicles, such as, "classic" vehicles, Forklift Trucks, Tractors etc should arrange for appropriate information, instruction and training as is required to demonstrate competence.

Drivers using their own vehicles as part of the grey fleet will not be required to carry out a driver assessment.

5.14 Occupational Health Assessments

Line managers must ensure that City Corporation professional drivers are assessed in line with Corporate Transport Policy and in line with DVLA medical dates for professional drivers.

In addition to six monthly self-completed health questionnaire, drivers who drive City Corporation vehicles over 3.5T should be medically assessed by the Occupational Health Department at ages 45, 50, 55, 60, 65 and yearly thereafter.

6. City of London Corporation Staff - Drivers

Staff who drive for work and/or staff who drive City Corporation vehicles must:

Hold the correct documentation

- An appropriate current UK driving licence
- Authority to drive from the City Corporation
- Have completed the driver mandate every 3 years
- Ensure the vehicle has current tax and MOT
- Grey Fleet drivers must ensure they are insured to drive the vehicle for the purpose it is being used e.g. business purpose, and provide when requested the documentary evidence

Be fit to Drive

- The City Corporation operates a zero-tolerance approach to drink and drugs for all employees that, in the course of their duties, may drive or operate, or attempt to drive or operate, any mechanically propelled vehicle or machinery (including any ancillary and auxiliary equipment)
- Alcohol or drugs (both prescription and over the counter) must not be consumed in any situation whereas a consequence the safety of the individual, colleagues or visitors are put at risk

- If an employee is taking medication that might affect their driving, they must inform their line manager
- Special fitness to drive considerations may apply to professional drivers holding specific licences or depending on health of the individuals

Whilst Driving

- Follow the procedures detailed in this policy to ensure compliance with legislative requirements under the Road Traffic Act, Highway Code and any applicable local restrictions
- Follow procedures for driving safely as set out in our Procedures and as per any instructions and Training given.
- Adhere to the City Corporations no smoking policy and legal requirements regarding smoking in vehicles

Collision / Incident Reporting

- Report all collisions and incidents to their Line Manager
Then recorded on the corporate accident/incident Report Line
- In the event of an accident ensure insurance details are exchanged with the other driver, and if someone has been injured or they have collided with roadside furniture they should not leave the scene until the police have been informed

7.1 Reporting Procedures for the Notification of Driving Offences

Drivers of City Corporation Vehicles, including non-employees, must immediately report all driving convictions and endorsements to their Line Manager.

Staff are responsible for advising their managers if they are disqualified from driving.

Staff must inform their manager if they are likely to be disqualified by point accumulation.

7.2 Health Issues

Staff must report any health conditions which could affect their fitness to drive to the DVLA, and their line manager can seek advice from Occupational Health and their Line Manager.

Staff who are driving for work must ensure they comply with the legal requirement for eyesight as detailed in the Highway Code.

Details of health conditions for which it is a legal requirement for drivers to notify to the DVLA are detailed in the Direct Gov website at:

<https://www.gov.uk/health-conditions-and-driving>

[Occupational Health](#)

8 Duties of Premises Controllers / Site Managers:

Site managers / premises controllers are responsible ensuring robust workplace transport procedures are in place to ensure safe site, safe vehicles and safe drivers under their control

Where sites are shared with more than one department a lead department will take overall responsibility for the site.

Where premises are shared with third parties including contractors, each party must ensure appropriate cooperation and coordination to ensure a safe and effective site. A lead party will be agreed to take overall responsibility.

Where the City Corporation acts as the landlord, such as a New Spitalfields Market, robust procedures will be agreed for the common parts to ensure safe site, safe drivers and safe vehicles.

Committee(s) Establishment Committee	Date: 9 December 2020
Subject: Fixed terms for Independent Persons	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 3, 6 and 8
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Comptroller & City Solicitor	For Decision
Report author: Edward Wood, Chief Solicitor	

Summary

The Committee on Standards in Public Life has recommended that Independent Persons are appointed for a fixed term of two years, renewable once. They also recommend that the terms of multiple Independent Persons should ideally overlap. The Standards Committee has considered the matter and is proposing a fixed term of two years, renewable twice. The Standards Committee has also agreed in principle to stagger the appointments of the Independent Persons. Members are asked to endorse these proposals and the necessary transitional arrangements.

Recommendation(s)

Members are asked to endorse a fixed term of office of two years, renewable twice, for the City Corporation's Independent Persons, and the necessary transitional arrangements as set out in this report, so that a recommendation can be made from the Standards Committee to the Court of Common Council on that basis.

Main Report

Background

- Under section 28 of the Localism Act 2011 the City Corporation must appoint at least one Independent Person whose views must be sought, and taken into account, before the Corporation makes its decision on an allegation that a Member has breached the Code of Conduct that it has decided to investigate. The City Corporation has decided to seek the views of an Independent Person at every stage of the complaints process and a Member complained about may also seek the views of an Independent Person at every stage. To avoid any issues of fairness and confidentiality arising from this dual role, the Corporation aims to have three Independent Persons in post at any one time.

2. The Independent Persons have an additional role in providing advice, views or recommendations on any disciplinary action to be taken against the Town Clerk (as head of paid service), Comptroller & City Solicitor (as monitoring officer) and Chamberlain (as chief finance officer). The appointment of the Independent Persons also therefore comes within the remit of the Establishment Committee. Any recommendation will subsequently need to go to the Court of Common Council for approval, as the appointing body.
3. The Committee on Standards in Public Life ("CSPL") advises the Prime Minister on ethical standards across the whole of public life in England. The CSPL published its report on Local Government Ethical Standards in January 2019 and made a number of recommendations. One of these recommendations was that the Localism Act 2011 (which is silent about terms of office) should be amended to require that Independent Persons are appointed for a fixed term of two years, renewable once.
4. The findings of the CSPL review were initially reported to the Standards Committee on 3 May 2019, which agreed in principle at that stage to introduce a fixed term of office for the City Corporation's Independent Persons, without waiting for any legislative change. As stated in the CSPL review, this was perceived to have benefits for both the Independent Persons and the City Corporation. However, Members expressed the view that the term proposed was potentially too short, and requested a further report outlining the advantages and disadvantages of introducing fixed terms of differing lengths. Additional papers were subsequently presented on 24 January 2020 and 2 October 2020 which has resulted in the present proposals. The minute of the discussion from the last Standards Committee meeting is attached at Appendix 1.

Fixed terms

5. The CSPL make the point that security of tenure is important in order to protect Independent Persons from being removed from their role for unpopular advice or recommendations. Equally, however, restricted tenure can ensure that the Independent Person's judgment and independence is not compromised by a long period of involvement in a single authority. They therefore recommend a fixed term of two years, with the option of a single re-appointment. They also recommend that the terms of multiple Independent Persons should ideally overlap, to ensure a level of continuity and institutional memory.
6. The Standards Committee accepted that the CSPL recommendation would ensure a regular turnover of Independent Persons, with a constantly changing perspective and no opportunity for any bias, or apparent bias, towards the City Corporation or any of its Members to emerge. However, it was also felt that this could lead to a lack of continuity that might prove disruptive to the work of the Standards Committee. It has not always been easy to recruit Independent

Persons with the necessary skills and experience to carry out the role effectively.

7. Both Members and Co-opted Members of the Standards Committee are currently able to serve for a maximum of eight years, and this is normally achieved through a four year term, renewable once. There was some support for introducing equivalent arrangements for the City Corporation's Independent Persons, which would provide a level of consistency, whilst still moving away from the undesirable situation of having open-ended appointments.
8. Comparisons were drawn to the Audit and Risk Management Committee, where appointments are for three years, and the Co-opted Members can serve for up to nine years in total. Reference was also made to the guidance that charity trustees should generally serve no more than nine years in office.
9. However the Standards Committee were also mindful that, if the Government were to subsequently adopt the CSPL recommendation in full, then opting for any other option now would lead to further disruption in the future, as the terms of office of the Independent Persons would have to be adjusted again at that stage. It was ultimately considered that a two year term, renewable twice (up to six years in total) would strike the best balance between independence and continuity, whilst providing the opportunity for regular reviews and minimising disruption in the event that the statutory provisions were subsequently changed.

Phased appointments

10. The City Corporation currently has four Independent Persons. Two of those are original appointments dating back to 21 June 2012. Two new appointments were made by the Court of Common Council on 16 July 2020, following the resignation of the third original appointee. This temporary increase in numbers represented an acknowledgement that the two incumbents had already served for an extended period and would be vacating their positions in the near future.
11. The Standards Committee expressed support for the terms of the Independent Persons being staggered, in order to spread recruitment and assist with continuity. Officers have subsequently spoken to the two recently appointed Independent Persons and it is proposed that one will serve an initial one year term, and up to five years in total, whilst the other serves an initial two year term, and up to six years in total. They are happy for lots to be drawn to determine this. Officers have also spoken to the two longer serving Independent Persons and they are content to continue in post until the summer of 2021, when it is proposed that one new Independent Person will be appointed in their stead.

Governance review

12. Lord Lisvane's recently published review of corporate governance made wide-ranging recommendations in relation to the work of the Standards and Establishment Committees. Whatever arrangements are adopted in the future, one or more Independent Persons will still be required. In relation to his proposed Panel of Independent Persons, Lord Lisvane wrote that:

The terms of appointment will need to be staggered to avoid the need for substantial replacement of the Panel, and loss of embodied experience, at any one time. A base term of appointment might be four years, with reappointment for one further term.

13. The Standards Committee acknowledged that if Lord Lisvane's review led to the Court introducing standard terms across the board for all external appointees then the terms of the Independent Persons may need to be revisited in order to comply with that. However, it was felt that Members needed to take a view on this specific issue now, based on all of the information currently available.

Conclusion

14. The Standards Committee is proposing to introduce fixed terms of office for the City Corporation's Independent Persons and to stagger their appointments. As two of the incumbents have been in post for more than eight years it has now become pressing for Members to make a decision on an appropriate length for those terms and the necessary transitional arrangements. Your Committee is asked to endorse these proposals so that an appropriate recommendation can be made to the Court of Common Council.

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Background Documents

Report to Standards Committee dated 3 May 2019: Review of Local Government Ethical Standards by the Committee on Standards in Public Life

Report to Standards Committee dated 24 January 2020: Review of Local Government Ethical Standards by the Committee on Standards in Public Life – Follow Up Actions

Report to Standards Committee dated 2 October 2020: Fixed terms for Independent Persons

STANDARDS COMMITTEE
Friday, 2 October 2020

8. FIXED TERMS FOR INDEPENDENT PERSONS

The Committee considered a report of the Comptroller and City Solicitor relative to the introduction of fixed terms for Independent Persons.

The Comptroller and City Solicitor clarified that the main decision for the Committee today was around the length of term to be introduced.

The Chair commented that, in her opinion, the argument that there should be fixed terms for Independent Persons was unarguable. She added that independence and the appearance of independence was an important factor in determining length of term as was having sufficient time to know and understand the mechanics. She concluded by stating that her preference would be to not adopt a 4-year term renewable once as she felt that 8 years was a long term and would prefer to see a speedier turnover.

A Member spoke to compare and contrast with other Corporation Committees in terms of the length of terms granted to independent or external appointees. He highlighted that the external appointees played a particularly important role on the Audit and Risk Management Committee where they were appointed for a maximum of three periods of 3 years (9 years in total). Likewise, recommendations from the Charity Commission for Trustees sitting on Trusts were around a maximum of 9 years. He suggested that the Committee might therefore reflect on this before deciding that a term of 8 years might be too long.

Another Member spoke to agree with the previous speaker stating that he would be content with two terms of 4 years and stressing that he felt that there were many benefits to continuity of service. He added that this approach had been adopted by the Education Board which he had formerly chaired and had been successful. In his experience, this also seemed to be the approach taken with corporate appointments.

The Chair recognised that the calibre of candidate appointed was also an important factor and highlighted that there was not an inexhaustible pool of people with relevant experience and willingness to serve.

Another Member spoke to agree that, in the private sector, FCA and Charity Sector, common practice was to appoint for two terms of three years with a further term of three years available by exception. She suggested that a decision around maximum terms of either 8 or 9 years would therefore seem appropriate here.

The Deputy Chairman spoke to state that, whilst he did not feel particularly strongly about this, the prospect that the Committee on Standards in Public Life (CSPL) recommendations could become law swayed him towards adopting 2-year terms.

A Co-opted Member questioned whether views had been sought from the serving Independent Persons on this matter and around how best to balance independence with continuity of service. The Chair commented that she was not aware that they had been formally consulted to date although she believed that they were generally in favour of the introduction of fixed terms.

Another Co-opted Member commented that, in order to acquire adequate experience of things such as Complaints and to make a valuable contribution, he felt that a maximum period of 8 years (two terms of four years) was advisable.

A Member commented that this matter was about striking an appropriate balance between turnover and experience. In terms of service of two terms of 3 years versus two terms of 4 years, on balance, he would prefer to see two terms of 3 years introduced going forward. He also remarked that he was of the view that the CSPL recommendations could take a long while to be acted upon.

A Member commented that this conversation seemed to highlight that there ought to be a baseline position on this matter across the Corporation and that each Committee worked from this unless there was a specific reason to differentiate from it. The Chair agreed that a standardised position would be helpful going forward.

Another Member commented that she would also be in favour of introducing terms of 3 years, renewable twice given that the Court tended to operate on appointments to Committees on a 3-year basis in most cases. She also highlighted the importance of advertising positions and seeking interest in good time to manage turnover as effectively as possible and not necessarily awaiting the departure of one Independent Person before considering their replacement.

Another Member stated that, whilst she did not feel strongly either way, she would prefer to see the introduction of two terms of 3 years with a further 3 years available by exception. She also agreed with the point made by the previous speaker and stated that the Committee should always be actively seeking expressions of interest/canvassing for any upcoming vacancies.

A Co-opted Member questioned whether consideration might also be given to introducing 2-year terms, renewable three times (6 years in total) in reference to what might be proposed by the CSPL and eventually be enshrined in law. 2-year terms would also provide the opportunity for the Committee to assess any concerns around genuine independence and the like fairly regularly. The Chair commented that she would support this approach and felt that it was a good compromise between all of the various factors being discussed.

A Member spoke to refer to recommendations made by Lord Lisvane under the Governance Review and the possibility that this may lead to the Court introducing standard terms across the board for all external appointees. He added that, if this were to happen, this Committee should comply with any corporate standards introduced. The Chair agreed with this point, although she highlighted that her view was that this Committee should take a view on this

matter now given that there was currently no certainty around the timeframe for the consideration and possible implementation of the Lisvane recommendations. It was, however, recognised that the matter may need to be revisited should a wider, corporate, standard be introduced.

The Deputy Chairman spoke again to clarify that he was concerned that, should the Committee decide to adopt anything longer than 2-year terms, it risked having all of its Independent Persons on longer terms than may eventually become legislation. This could lead to all of the appointees having to be replaced at the same time when staggered end terms were clearly preferable. He felt that 2-year terms renewable three times therefore struck him as the best possible approach at this stage. He added that, even if this Committee were to cease to exist in line with Lord Lisvane's recommendations, the appointment of Independent Persons would still be necessary as it was a statutory requirement.

The Chair summarised by commenting that the introduction of much shorter maximum terms of, for example, 4 years would be totally out of step with the approach adopted by other City Corporation Committees with external/independent members. A too frequent turnover would also cause potential problems around attracting the right calibre of candidate each time. With this in mind, it was felt that the suggestion around introducing 2-year terms, renewable three times and allowing for a maximum of 6 year's service on the Committee was the most effective means of balancing all of the considerations raised. It would also mean that the Committee would be in line with what the statutory recommendations were anticipated to be and minimise disruption when these came into force.

RESOLVED – That the Standards Committee consider that a fixed term of office should be introduced for Independent Persons and that they should be appointed for 2 year terms, renewable twice after the initial appointment, resulting in a maximum period of 6 year's service overall and wish to make a recommendation to the Establishment Committee and Court of Common Council on this basis.

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Committee(s)	Dated: 09/12/2020
Establishment Committee	
Subject: Operation of the Scheme of Delegations April 2020 – September 2020	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	None
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Chrissie Morgan - Director of Human Resources	For Information
Report author: Marion Afoakwa – Human Resources, Town Clerks	

Summary

In line with the Scheme of Delegations the report provides information on any redundancies, early retirements (including those made under the '85-year rule'), ill health retirements and Market Forces Supplements (MFS) approved in the reporting period 1 April 2020 to 30 September 2020.

Recommendation(s)

Members are asked to:

- Note the actions taken under delegated authority.

Main Report

Background

1. In line with the Scheme of Delegations, the report provides information on redundancies, early retirements (including those made under the '85-year rule'), ill health retirements and MFS payments this reporting period.
2. There have been 2 redundancies in this reporting period.
3. There have been 2 ill health retirements.
4. There have been no early retirements including those made under the '85-year rule'.

5. 7 Market Forces Supplements were agreed during this period.
6. In the last 12 months (October 2019 – September 2020) there have been 4 redundancies and 3 ill health retirements.
7. Appendix 1 (within the confidential section of the agenda) provides a table summarising the information.

Conclusion

8. The Establishment Committee is asked to note the actions taken under delegated authority.

Appendices

Appendix 1 (within the confidential section of the agenda) - table summarising information for the period April 2020 to September 2020

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