



Members Privileges Sub (Policy and Resources) Committee

Date: MONDAY, 3 JUNE 2019

Time: 4.00 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy Tom Hoffman (Chief Commoner) (Chairman)
Simon Duckworth
Christopher Hayward
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness
Deputy Richard Regan
John Scott
Jeremy Simons

Enquiries: Chris Rumbles: Tel: 020 73332 1405

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 3rd September 2018.

For Decision
(Pages 1 - 4)

4. **EMPLOYEE ASSISTANCE PROGRAMME FOR MEMBERS**

Joint report of the Director of HR and Assistant Town Clerk.

For Decision
(Pages 5 - 8)

5. **DESIGNATION OF DEPUTY**

Edward Lord to be heard.

For Decision

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

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

8. **EXCLUSION OF THE PUBLIC**

MOTION - 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 Schedule 12A of the Local Government Act.

For Decision

9. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

To agree the non-public minutes of the meeting on 3rd September 2018.

For Decision
(Pages 9 - 10)

10. **REVIEW OF CHAIR OF POLICY'S ACCOMMODATION - UPDATE REPORT**

Report of the City Surveyor.

For Decision
(Pages 11 - 18)

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

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

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MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE **Monday, 3 September 2018**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 3 September 2018 at 3.00 pm

Present

Members:

John Scott (Chief Commoner) (Chairman)
Wendy Mead
Christopher Hayward
Ann Holmes
Deputy Edward Lord
Deputy Catherine McGuinness (Ex-Officio Member)
Jeremy Simons

Officers:

Dorian Price	- City Surveyor's
Alison Bunn	- City Surveyor's
Emma Cunnington	- Town Clerk's

1. APOLOGIES

Apologies were received from Deputy Richard Regan.

2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING

Deputy Catherine McGuinness declared an interest in item 9, by virtue of her role as Chairman of the Policy and Resources Committee.

3. MINUTES

The minutes of the Sub-Committee meeting held on 7 February 2018 were approved as a correct record.

Matters arising

- Members were complimentary of the usefulness of the Chief Commoner's handbook and the Chief Commoner will be adding a few small contributions based on his experience from his year.
- A Member also raised the issue that it was important for livery companies to be encouraged to recognise the importance of the role of Chief Commoner, as it was claimed to be an often under-played and under-represented role.
- Members also discussed how it was important for Mansion House to consider the Chief Commoner as a suitable representative of the Lord

Mayor at civic events where, due to diary pressures, the Lord Mayor is not able to attend. It was agreed that the Town Clerk's department would liaise with Mansion House to ensure that the Chief Commoner was considered as a suitable deputy in these circumstances.

- There was further discussion about whether the protocol for seating at City Corporation events should be revised to allow the Chief Commoner a place at the top table, however others felt that it was important to maintain the perception that the Lord Mayor and the Chairman of Policy and Resources remained at the fore, and to be clear that the Chief Commoner was the civic leader of the City Corporation, whereas the Chairman of Policy and Resources was the political leader.

4. **USAGE OF CHAIRMEN'S ROOM 1 AND 2**

The Sub-Committee received a report of the Town Clerk setting out the usage of Chairman's Room 1 and 2 from mid-November 2017 to 31st July 2018.

Members commented that they thought the booking system around the Chairmen's Rooms had been working well.

RESOLVED, that:

- The report be noted.

5. **CONDITION OF THE BUILDING**

The Sub-Committee heard an update from the Chief Commoner regarding the condition of the building. The Chief Commoner made the following points:

- Progress had been made on the third floor of the West Wing and with painting around the windows having taken place, unfortunately there still appeared to be an issue with rainwater seeping into the pillars, which made the paint flaky. An interim solution to make the windows water tight was being considered.
- Members also heard how a French polisher would be attending to the Guildhall in the Autumn to tidy up the furniture on the third floor.
- On the fourth floor, the walls had been painted but the corridors had not yet been carpeted. The bedrooms had been painted and carpets laid.
- The Chief Commoner updated Members that the works on the lower ground floor were still on-going and Members will need to continue to access the building via the basement. There was general agreement that the entrance needed to be better maintained than it currently is.

Questions and comments from the Sub-Committee were then raised, as follows:

- A Member complained about the broken air conditioning on the fourth floor as it was unbearable during the heatwave this Summer. In addition, there were further complaints that the blinds in the bedrooms were broken and the size of the beds were too small. The City Surveyor took the comments onboard.
- Members praised the hard work of the Chief Commoner over the past few months on this project but flagged that the colour of paint chosen on the fourth floor might not be to every Member's taste, and requested that, in future, a consultation on paint colour be undertaken before a

change is made. The Chief Commoner asked the City Surveyor to look at light sensors in the corridor to reduce the starkness of the light on the paint.

- Members also discussed the need to collate feedback from guests when they use the bedrooms on the fourth floor and there was a suggestion of a one-page feedback sheet left in each bedroom each day by the cleaner.

RESOLVED, that:

- The City Surveyor consider some of the issues raised by Members in the bedrooms on the fourth floor, including light sensors in the corridor;
- Feedback forms to be created for the bedrooms on the fourth floor.

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

There were three questions.

Job titles of guests and consorts

A Member asked a question regarding how the job titles of guests and consorts could be recognised, when they come to City-hosted events, especially if the individual had a particular position of standing. Members discussed how it was important to recognise these titles, but some questioned the practicalities.

Guests

A Member sought the Sub-Committee's views for allowing the guest of a Member to attend a City-hosted event, even when the Member could no longer attend.

Last minute City representatives at City events

A Member sought the Sub-Committee's views for allowing Members to attend a City event at last minute if there are a shortfall of guests at the eleventh hour. Members suggested that for Committee dinners, there should be a reserve list of Members to be approached. A Member also raised the point that invitations at last minute should not be left at officer level to be offered out but there should be a clear policy. It was agreed that some guidelines should be produced and recommended to the Hospitality Working Party, Policy and Resources Committee and the General Purposes of the Committee of Aldermen for consideration.

RESOLVED, that:

- Guidelines for City representatives at City events be produced and then recommended to the Hospitality Working Party, Policy and Resources Committee and the General Purposes of the Committee of Aldermen for consideration.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

8. **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.

Item	Paragraph
9	3

9. **REVIEW OF POLICY AND RESOURCES CHAIRMAN'S ACCOMMODATION**

Members considered a report of the City Surveyor concerning the Chairman of Policy and Resources' accommodation.

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

There were no non-public questions.

11. **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.

The meeting ended at 3.37 pm

Chairman

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Committee	Dated:
Members Privileges Sub Committee – For decision	3 June 2019
Subject: Employee Assistance Programme for Members	Public
Report of: Angela Roach, Assistant Town Clerk Chrissie Morgan, Director of Human Resources	For Decision
Report author Colette Hawkins, Town Clerks	

Summary

The Chief Commoner has asked officers to investigate options which enable Members to access to support advice and guidance similar to those provided by an Employee Assistance Programme (EAP) to assist with member well-being.

The EAP was introduced to provide employees with support to help them to deal with certain challenges occurring in everyday life i.e. personal or professional problems which might be impacting on their general health and well-being.

The employee EAP service is free for employees and immediate members of their family to use and is available 24 hours a day. Those accessing it are provided with confidential, impartial advice or counselling from qualified professionals. A wide range of issues are covered by the programme which, amongst other things, includes relationship problems, bereavement, drug, gambling, financial and legal issues.

This report outlines the key provisions of an EAP and provides indicative costs.

Recommendation

Members are asked to:

- Decide how they wish to progress Member access to an EAP and recommend the preferred way forward for approval by the Policy and Resources Committee.

Main Report

Background

1. Balancing everyday life with the requirements of work and home can create pressures for all of us. The City of London Corporation is committed to providing officers with timely access to practical information and advice on care issues.

2. The City Corporation has a contract for an EAP, provided by Health Assured, for all officers. This is a three-year contract, with an option to extend for an additional 2 years and commenced in January 2018.
3. The Chief Commoner has asked officers to explore options to provide a similar programme for Members.

Employee Assistance Programmes

4. At times everyone can find it difficult to balance the pressures of work with the needs of home life. An externally provided EAP can give support to people to enable them to deal with these challenges, both on a practical level and emotionally.
5. An EAP is designed to help people deal with any personal or professional problems which could be impacting on their general health and well-being.
6. Dependent on the nature of the issue, counselling or advice can be provided by fully qualified professionals. All calls would be treated in the strictest of confidence and in line with The British Association of Counselling and Psychotherapy (BACP) code of ethics. The only time confidentiality may ever be broken is if the supplier believes the individual or a third party is in significant physical danger.
7. Some EAP suppliers include provision of an extended programme to also provide support to immediate family members.
8. The key benefits of an EAP include:
 - A telephone information service offering support and information regarding legal, financial and practical issues;
 - Access to short term counselling (this can be telephone or face-to-face depending on the terms of the contract);
 - Completely free, confidential and unlimited support (individuals can use the service as often as they need);
 - Available 24 hours a day, 7 days a week, 365 days a year;
 - Independent, impartial source of support.
9. The EAP can provide information on a wide range of work and personal issues including:
 - Relationship problems (personal and work)
 - Financial / debt issues
 - Legal information
 - Alcohol, drug and gambling issues
 - Bereavement
 - Consumer issues
 - Bullying
 - Stress and anxiety

- Medical information

10. As part of the contract, utilisation reports will be provided showing statistics on the number of people using the EAP and the type of issues raised. However, no personal, identifying information will be disclosed. No-one at the City Corporation will know who has called, unless an individual chooses to disclose this.

Options

11. Currently the staff EAP contract costs approximately £11,250 p.a.. If Members are minded to progress the provision of an EAP for Members it is anticipated that this will cost less per year for their own contract, however the actual breakdown of cost per headcount is likely to be greater for a smaller contract (125 Members).

12. The costs will vary dependent on whether telephone or face-to-face counselling is included in the contract.

13. The Chamberlain's Department has advised that under procurement guidelines if the total cost of the contact is under £10,000 then officers can undertake a competitive process by approaching at least 3 organisations to ask them to submit a bid.

14. However, if the cost of the contact will be over £10,000 a full tender process will be required.

15. As noted above, the City Corporation will receive utilisation statistics on the number of people using the EAP and the issues raised. Normally utilisation statistics are provided for groups of no less than 150 people to ensure confidentiality.

16. As there are only 125 members consideration will need to be given as to who will receive this statistical information to ensure confidentiality is maintained.

17. A full communications plan and launch campaign will be included as part of the contract.

Considerations

18. If Members wish to undertake a competitive procurement process to procure an EAP, consideration should be given to the following points:

- a. Contract length:
 - i. For an initial 1-year contract. This would allow Members to trial an EAP and to look at utilisation of the service over the year;
 - ii. For a 3- year contract.
- b. Services provided:
 - i. To provide a like-for-like service as with the contract in place of officers, which includes telephone counselling only;

- ii. To provide the same services as above, with the exception that counselling can take place by either telephone or face-to-face.
- c. Utilisation report:
 - i. Who the report will be provided to and what data, if any, will be shared with key Members.

Corporate & Strategic Implications

- 19. The provision of an EAP for members will link to the Corporate Plan outcome number 2: contribute to a flourishing society – people enjoy good health and wellbeing.
- 20. A test of relevance, as required by the Public Sector Equality Duty (PSED), was undertaken and identified no relevance to equality as this external service would be available to all Members.

Financial Implications

- 21. If members of the Sub-Committee are minded to progress Member access to an EAP, there is no funding available in existing budgets to fund the initiative. A funding source will need to be identified with the help of officers in the Chamberlain's.
- 22. The Chamberlain's Department have advised that there would be no tax implications for providing an EAP to Members as this is not a benefit in kind and it cannot be attached to any individual.

Conclusion

- 23. The provision of an external EAP for Members could help Members, or their families, deal with any personal or professional problems which could be impacting on their general health and well-being. It would provide them immediate access to confidential advice / support, as the service would be available to them 24/7, 365 days a year.

Appendices

- None

Background Papers

- Test of Relevance: Employee Assistance Programme for Members

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