



## Establishment Committee – Main Agenda Pack

**Date:** WEDNESDAY, 19 JANUARY 2022  
**Time:** 1.45 pm  
**Venue:** INFORMAL HYBRID PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:**

|                                   |                           |
|-----------------------------------|---------------------------|
| Tracey Graham (Chair)             | Deputy Jamie Ingham Clark |
| Deputy Edward Lord (Deputy Chair) | Jeremy Mayhew             |
| Randall Anderson                  | Deputy Richard Regan      |
| Deputy Keith Bottomley            | Deputy Elizabeth Rogula   |
| Alderman Sir Charles Bowman       | Ruby Sayed                |
| Henry Colthurst                   | Deputy Tom Sleigh         |
| Deputy Kevin Everett              | James Tumbridge           |
| The Revd Stephen Haines           | Deputy Philip Woodhouse   |
| Christopher Hayward               |                           |

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### Accessing the virtual public meeting

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

<https://youtu.be/ozoh1NEVR8Q>

This meeting will be a hybrid meeting with participation virtually and from a physical location. Any views reached by the Committee today will have to be considered by the Comptroller & City Solicitor after the meeting in accordance with the Court of Common Council's Covid Approval Procedure who will make a formal decision having considered all relevant matters. This process reflects the current position in respect of the holding of formal Local Authority meetings and the Court of Common Council's decision of 16<sup>th</sup> December 2021, to recommence hybrid meetings and take formal decisions through a delegation to the Town Clerk and other officers nominated by him after the informal meeting has taken place and the will of the Committee is known in open session. Details of all decisions taken under the Covid Approval Procedure will be available online via the City Corporation's webpages.

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

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 3<sup>rd</sup> December 2021.

**For Decision**  
(Pages 7 - 12)

4. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 13 - 14)

5. **DRAFT BUSINESS PLANS**

**For Decision**

a) Draft Town Clerk's Corporate & Members Services Business Plan for 2022/23  
(Pages 15 - 24)  
Report of the Town Clerk.

b) Draft Comptroller & City Solicitors Departments Business Plan for 2022/23  
(Pages 25 - 32)  
Report of the Comptroller & City Solicitor.

c) Draft Department of Human Resources Business Plan for 2022/23  
Report of the Interim Executive Director of Human Resources.  
*To Follow.*

6. **DEPARTMENTAL BUDGET ESTIMATES 2022-23 - ESTABLISHMENT COMMITTEE**

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

*To Follow.*

**For Decision**

7. **CLS PILOT EXTENSION: PROCUREMENT & PROJECTS**

Report of the TOM Programme Director.

**For Decision**  
(Pages 33 - 42)

8. **TOM TEAM UPDATE - 2021 ACTIVITY**

Report of the TOM Programme Director.

**For Information**  
(Pages 43 - 46)

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

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

11. **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**

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 3<sup>rd</sup> December 2021.

**For Decision**  
(Pages 47 - 48)

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 3 - Confidential Agenda**

15. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 3<sup>rd</sup> December 2021.

**For Decision**

16. **TARGET OPERATING MODEL PROPOSAL - CITY SURVEYOR'S DEPARTMENT (CENTRAL CRIMINAL COURT & ENABLING SERVICES)**  
Report of the City Surveyor.  
  
**For Decision**
17. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF THE CULTURAL AND VISITOR SERVICES SECTION OF INNOVATION AND GROWTH (IG)**  
Report of the Executive Director of Innovation and Growth.  
  
**For Decision**
18. **INNOVATION & GROWTH TOM UPDATE**  
Report of the Executive Director of Innovation & Growth.  
  
**For Information**
19. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF THE POLICE AUTHORITY TEAM**  
Report of the Town Clerk.  
  
**For Decision**
20. **COLP'S TARGET OPERATING MODEL: POLICE STAFF ESTABLISHMENT AND ITS ALIGNMENT TO COLC'S ORGANISATIONAL DESIGN PRINCIPLES**  
Report of the Commissioner of the City of London Police.  
  
**For Information**
21. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF THE LONDON METROPOLITAN ARCHIVES**  
Report of the Town Clerk.  
  
**For Decision**
22. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF THE OFFICE OF THE LORD MAYOR AND MANSION HOUSE**  
Report of the Executive Director, Private Secretary to the Lord Mayor.  
  
**For Decision**

23. **TOM PROPOSALS - ENVIRONMENT DEPARTMENT**  
Report of the Executive Director Environment.  
**For Decision**
24. **TOM & GOVERNANCE REVIEW: BARBICAN CENTRE**  
Report of the Joint Interim Managing Directors of the Barbican Centre.  
**For Decision**
25. **TOM & GOVERNANCE REVIEW: GUILDHALL SCHOOL OF MUSIC & DRAMA**  
Report of the Interim Principal of the Guildhall School of Music & Drama.  
**For Decision**
26. **CHAMBERLAIN'S PROPOSED STRUCTURE**  
Report of the Chamberlain.  
**For Decision**
27. **PROPOSALS FOR ORGANISATION DESIGN FOR CLIMATE ACTION  
OVERSIGHT**  
Report of the acting Deputy Town Clerk & Chief Executive.  
**For Decision**
28. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF SERVICES UNDER THE  
CHIEF OPERATING OFFICER**  
Report of the Chief Operating Officer.  
**For Decision**
29. **HR HIGH LEVEL REPORT**  
Report of the Interim Executive Director of Human Resources.  
*To Follow.*  
**For Decision**
30. **HONORARIUM**  
Report of the Chief Operating Officer.  
**For Decision**

31. **TOWN CLERK'S UPDATE**  
The Town Clerk to be heard.

**For Information**