

ESTABLISHMENT COMMITTEE
Thursday, 12 March 2020

Draft Minutes of the meeting of the Establishment Committee held at Guildhall on
Thursday, 12 March 2020 at 11.00 am

Present

Members:

Deputy Edward Lord (Chair)
Deputy Keith Bottomley
Alderman Sir Charles Bowman
Deputy the Revd Stephen Haines
Sheriff Christopher Hayward
Deputy Jamie Ingham Clark
Jeremy Mayhew
Deputy Joyce Nash
Barbara Newman
Deputy Elizabeth Rogula

Officers:

Angela Roach	- Assistant Town Clerk
Kristina Drake	- Media Officer
Michael Cogher	- Comptroller and City Solicitor
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Human Resources
Tracey Jansen	- Human Resources
Marion Afoakwa	- Human Resources
Kate Smith	- Town Clerk's Department
Alison Bunn	- City Surveyor's
Colette Hawkins	- HR Business Partner, Town Clerk's
Amanda Lee-Ajala	- Human Resources
Jessica Walsh	- Town Clerk's Department
Charles Griffiths	- Bursar, City of London School
Liam Gillespie	- Department for Community and Children's Services
William Coomber	- Department for Community and Children's Services
Alan Bubbear	- Bursar, City of London School for Girls
Bob Warnock	- Superintendent of Hampstead Heath

1. APOLOGIES

Apologies for absence were received from Randall Anderson, Tracey Graham, Sylvia Moys, Ruby Sayed, and Philip Woodhouse.

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 30th January 2020 be approved as an accurate record.

4. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

RESOLVED – That the public minutes of the meeting of the Joint Consultative Committee held on 6th February be noted.

5. **OUTSTANDING ACTIONS REPORT**

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

RESOLVED – that the Committee noted the report.

6. **RESOLUTION OF PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

The Committee received a resolution of the Port Health and Environmental Services Committee concerning the lack of a central comprehensive database that included the details of volunteers and contractors at the Corporation.

RESOLVED - Members asked officers to work on identifying any risks that the Corporation may incur by not having a central database, actions to mitigate these risks, and any associated resources required. The Chair asked officers to update Members at the Establishment Committee meeting on 8th July 2020.

The Chair asked the Town Clerk to circulate this minute for information, by way of a resolution, to the next meetings of the Port Health and Environmental Services Committee, the Audit and Risk Management Committee, and the Corporate Asset Sub-Committee.

7. **RESOLUTION OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE (BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL)**

The Committee received a resolution of the Finance, General Purposes and Estates Sub-Committee concerning the City of London Corporation's recruitment contracts policy for non-teaching staff at the schools.

RESOLVED – Members asked the respective bursars, supported by colleagues in HR, to return to the next meeting of the Establishment Committee with an agreed position and a range of options for Members to consider.

8. **BREXIT UPDATE**

The Committee received brief verbal update of the Director of Human Resources.

RESOLVED – that the Committee noted the verbal update.

9. **SOCIAL MOBILITY YEAR TWO ACTION PLAN**

The Committee received a Report of the Town Clerk and the Director of Human Resources concerning the Corporation's Social Mobility Action Plan.

In response to a query, officers confirmed that they would be meeting representatives from PwC on 23rd April.

RESOLVED – that the Committee noted the Report.

10. **COVID - 19 UPDATE**

The Committee received a verbal Report of the Director of Human Resources concerning Covid-19.

The Director of Human Resources made the following points:

- advice for officers and Members was being updated daily. Currently, sickness rates have not increased significantly, but, clearly, this was likely to change in the coming weeks.
- stress testing would be taking place over the coming days, whereby large numbers of staff would be instructed to work from home to test the resilience of the Corporation's IT infrastructure.
- as Members may have been aware, the decision was taken to close the Guildhall School for Music and Drama due to a member of staff being diagnosed with Covid-19.

The Director concluded by emphasising that all departments were taking up a joined up, consistent approach to overcoming the serious challenges that faced the City and was confident about how officers were managing this.

A Member reminded the Committee and officers that hand sanitiser was only effective at a minimum content of 60% ethanol. The Chair added that all operational buildings should be ensuring that the tap water in bathroom areas is hot as opposed to tepid. The Town Clerk would feed both points back to Gold Group.

RESOLVED – that the Committee noted the verbal report.

11. **FLU VACCINATION SCHEME - REVIEW OF YEAR 1**

The Committee received a Report of the Director of Human Resources concerning the flu vaccination scheme.

A Member remarked on the low take up amongst Members, the Chair pointed out that a proportion of the Membership were already entitled to free vaccinations but, in any case, it was important to emphasise the availability of this policy, both for the remainder of this flu season and in autumn 2020.

RESOLVED – that the Committee notes the Report.

12. **HAMPSTEAD HEATH BATHING PONDS - HEALTH AND SAFETY**

Members commended officers for their handling of the Review, stressing that it should serve as an exemplar for others going forward.

After endorsing the decisions made by the Hampstead Heath, Highgate Wood and Queen's Park Committee on 11th March, Members asked that a resolution be submitted to the Resource Allocation Sub-Committee's meeting of 19th March 2020, that emphasised Establishment Committee's support for any Open Spaces Department bid that goes to RASC that requests funds related specifically to improvements for health and safety at the bathing ponds.

Members also asked that the Resolution be circulated for information to the Hampstead Heath, Highgate Wood, and Queen's Park Committee's next meeting of 3rd June 2020.

RESOLVED that the Committee requested that a resolution be circulated to the Resource Allocation Sub-Committee and the Hampstead Heath, Highgate Wood, Queens Park Committee emphasising the Establishment Committee's support for any Open Spaces Department bid that goes to RASC that requests funds related specifically to improvements for health and safety at the bathing ponds.

13. **STONEWALL WORKPLACE INDEX**

The Committee received a Report of the Director of Human Resources concerning the Stonewall Workplace Index.

An officer stressed that whilst the Corporation's score was low, this was its first year as part of the Index, and in that context was a "not a bad start". A task and finish group, led by the Chair of the Establishment Committee and the Town Clerk had been set up to ensure that the actions identified in consultation with Stonewall would be acted on and that an improved score would be achieved in 2021.

The Chair thanked officers for their work on this, it was apparent that more was needed to be done, but progress was being made and they were confident that improvements could be delivered. Participation in the Index had also revealed the need for the Corporation to establish a unique bullying and harassment policy that covered all staff.

In addition, officers would also work with the Procurement Sub-Committee to ensure that the firms in the Corporation's supply chain are adhering to Stonewall Workplace Index principles.

RESOLVED – that the Committee noted the Report.

14. **EQUALITY, DIVERSITY AND INCLUSION MANAGER'S UPDATE**

The Committee received a Report of the Director of Community and Children's Services.

The Chair thanked the Equality, Diversity and Inclusion Manager for bringing the paper, they remarked that this was the first time the Committee had received this Report directly from a Department.

RESOLVED – that the Committee noted the Report.

15. **PARENTAL BEREAVEMENT (LEAVE AND PAY) ACT 2018**

The Committee considered a Report of the Director of Human Resources concerning the Parental Bereavement (Leave and Pay) Act 2018.

RESOLVED – that the Committee approved the following:

- Note the requirements under the Parental Bereavement (Leave and Pay) Act 2018 and the proposed amendments to the Special Leave Policy;
- To approve 2 weeks paid PBL for all employee's regardless of length of service (paid at normal pay);
- To approve paid PBL for a child of any age.

16. **HR DASHBOARD - JANUARY 2020**

The Committee received a Report of the Director of Human Resources concerning the corporate HR Dashboard.

RESOLVED – that the Committee noted the Report.

17. **PROJECT MANAGEMENT ACADEMY**

The Committee received a Report of the Town Clerk concerning the Project Management Academy.

RESOLVED – that the Committee noted the Report.

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

There were no questions.

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

There were no urgent items.

20. **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.
21. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 30th January were approved.
22. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
The non-public minutes of the meeting of the Joint Consultative Committee held on 6th February were noted.
23. **OUTSTANDING NON-PUBLIC ACTIONS REPORT**
The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
A Member asked a question about whether the timings of committee meetings could be altered as an outcome of the Governance Review.
25. **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.
26. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 30th January were approved.
27. **CITY SURVEYOR'S DEPARTMENT - CORPORATE PROPERTY FACILITIES MANAGEMENT/PROPERTY SERVICES DESK**
The Committee considered a Report of the City Surveyor concerning a restructure of the corporate Property Facilities Management (CPFM) team (which includes the Property Service Desk - PSD).
28. **CITY OF LONDON SCHOOL**
The Committee considered a Report of the Bursar of the City of London School.
29. **DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES - HOUSING AND ESTATE MANAGEMENT SERVICE**
The Committee considered a Report of the Director of Community and Children's Services concerning the Housing and Estate Management Service
30. **CHAMBERLAIN'S OPERATING MODEL - PHASE 1 - IT AND PROCUREMENT RESTRUCTURE**
This Report was withdrawn.

31. **HONORARIA - CITY OF LONDON SCHOOL FOR GIRLS**

The Committee considered a Report of the Bursar of the City of London School for Girls concerning an honorarium.

32. **CONFIDENTIAL MINUTE OF THE JOINT CONSULTATIVE COMMITTEE**

The Committee noted a confidential minute of the Joint Consultative Committee's meeting of 6th February.

33. **SUBMISSIONS FROM THE GMB AND UNITE**

The Committee received submissions from the GMB and Unite unions.

34. **TOWN CLERK'S UPDATE**

The Committee received a verbal update of the Town Clerk.

The meeting ended at 12.50 pm

Chairman

Contact
tel. no.: 020 7332 1407
john.cater@cityoflondon.gov.uk

Officer: John

Cater