

TO: **ESTABLISHMENT COMMITTEE**  
**12 March 2020**

FROM: **PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**  
**14 January 2020**

## **9. PUBLIC MINUTES**

*The Committee received the report of the Director of the Built Environment on the Department of the Built Environment Risk Management – Periodic Report.*

*In September 2019, it was reported to the Committee that some employees and contractors who require to take an online training scheme had been missed, thus the previous compliance report had been inaccurate. They had now been identified. The Committee was assured that the Department is working towards reducing the risk level back to Amber.*

*A Member sought assurance that such incidents of inaccuracies will not be repeated in the future. The Committee was told that at present the City uses a number of systems, which are not always synchronized. From the lessons learnt, the City is now working on a piece of work to ensure a more joined up system with greater coordination.*

*Members were told that at present there is not a single database for all those who are on the City Payroll, contractors, agencies and volunteers, thus resulting in inaccuracies or “the missing employees”. A Member suggested this be raised with the Establishment Committee.*

### **RESOLVED** that:

*Members noted the report and the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the Department’s operations.*

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Suggested Reference – 22 Sep 20 (V2)

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On 14 January 2020 the Port Health & Environmental Services Committee discussed the matter of there being no single record of all those who work for the City of London (those on the payroll, agency staff, contractors, volunteers etc.) and the matter was raised with the Establishment Committee at their meeting on 12 March 2020.

Whilst this Committee appreciates the disruption caused by the COVID pandemic the Committee at its meeting on 22 September 2020 expressed concern that there appeared to have been no progress towards creating a single record of all those who work for the City of London. The Committee notes that as a result there continues to be uncertainty and unreliability in the percentages reported to the Committee for compliance with the requirements of the Corporate Transport Policy. The risk is currently assessed as RED and once there is a reliable 95% compliance the risk will reduce to AMBER.

The Committee recognises that in producing the compliance statistics the Department of the Built Environment, by using the City Learning record of current staff, is using the best available single source of data and requests the Establishment Committee to develop, as soon as possible, a single authoritative record of all those who work for the City of London. The Committee also requests that the Establishment Committee in creating this single authoritative record ensures that appropriate resources are dedicated to ensuring that it is updated in a timely manner.