

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