

ESTABLISHMENT COMMITTEE
Tuesday, 16 November 2021

Minutes of the meeting of the Establishment Committee held at Guildhall on
Tuesday, 16 November 2021 at 1.45 pm

Present

Members:

Tracey Graham (Chair)
Deputy Edward Lord (Deputy Chairman)
Randall Anderson
Deputy Keith Bottomley
Alderman Sir Charles Bowman
Deputy Kevin Everett
Christopher Hayward
Deputy Jamie Ingham Clark
Jeremy Mayhew
Ruby Sayed
Deputy Philip Woodhouse

Officers:

John Barradell	- Town Clerk and Chief Executive
Peter Lisle	- Assistant Town Clerk
Gregory Moore	- Town Clerk's Department
Lorraine Brook	- Town Clerk's Department
Emma Cunnington	- Town Clerk's Department
Caroline Reeve	- Town Clerk's Department
Michael Cogher	- Comptroller and City Solicitor
Caroline Al-Beyerty	- The Chamberlain
Bob Roberts	- Director of Communications
Dionne Corradine	- Chief Strategy Officer
Barbara Hook	- Corporate Strategy and Planning Manager
Charles Griffiths	- Bursar, City of London School
Roland Martin	- Headmaster, City of London Freeman's School
Emma Moore	- Chief Operating Officer

1. APOLOGIES

Apologies for absence were received from Henry Colthurst, The Revd Stephen Haines and Elizabeth Rogula.

It was noted that Karina Dostalova had resigned from the Court of Common Council and consequently, in light of the vacancy that this now generated on the Committee, the position would be advertised in the usual manner ahead of the December meeting of the Court of Common Council. The Chair conveyed her thanks, and those of the Committee, to Ms Dostalova for her contributions

since her appointment to serve on the Committee and wished her the very best for the future.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

3. **MEMBER/OFFICER CHARTER**

The Committee considered a joint report of the Town Clerk and Chief Executive and the Comptroller and City Solicitor relative to the adoption of a proposed Member/Officer Charter which was set out before Members for consideration. It was noted that the proposed Charter had been based on the current version of the Member/Officer Protocol which was adopted by the Court of Common Council in 2006 and most recently reviewed and updated in April 2019.

Members commented on the importance of ensuring that high standards of behaviour were demonstrated at all times and maintained by Members given their position as holders of public office.

In response to a query about how the Charter would be rolled out to staff and Members, the Town Clerk and Chief Executive advised that, subject to approval by the Court of Common Council, the Charter would be rolled out in multiple ways to ensure that it was profiled as soon as possible. The Town Clerk's podcast and staff communication tools, along with staff induction arrangements, would be used to profile the Charter amongst officers. With regards to Members, a key point for implementation would be after the 2022 ward elections and during the Member induction period. Other forums in which to profile the Charter would also be explored such as the Chairmen's Suppers.

Resolved:- That the proposed Member/Officer Charter be approved, and, with the consent of the Policy and Resources Committee, a recommendation thereon be submitted to the Court of Common Council.

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

There were no questions.

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

There were no urgent items.

6. **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.

7. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
A question was raised in respect of the Member/Officer Charter and responded to by the Comptroller and City Solicitor and the Chief Operating Officer.
8. **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.
9. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF THE DEPARTMENT OF THE DEPUTY TOWN CLERK AND CHIEF EXECUTIVE**
The Committee considered a report of the Deputy Town Clerk & Chief Executive relative to proposals for the organisation design of the Department of the Deputy Town Clerk & Chief Executive.
10. **CITY OF LONDON FREEMEN'S SCHOOL ORGANISATION DESIGN**
The Committee considered a report of the Headmaster of the City of London Freemen's School relative to the School's organisation design.
11. **CHAMBERLAIN'S DEPARTMENT ORGANISATION DESIGN**
The Committee considered a report of the Chamberlain relative to the Chamberlain's Department organisation design.
12. **TOM REVIEW: PILOT PROJECT AT THE 3 CITY OF LONDON SCHOOLS**
The Committee received a report of the Bursar of the City of London School relative to the pilot project at the three City of London Schools (TOM review).
13. **URGENT BUSINESS (CONFIDENTIAL): TOWN CLERK'S UPDATE**
The Committee received an update from the Town Clerk and Chief Executive.

The meeting ended at 3.44 pm

Chairman

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