

ESTABLISHMENT COMMITTEE

Thursday, 16 July 2015

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

Deputy the Revd Stephen Haines (Chairman)	Wendy Mead
Edward Lord (Deputy Chairman)	Sylvia Moys
Nigel Challis	Deputy Joyce Nash
Alderman Peter Estlin	Deputy Richard Regan
Deputy Jamie Ingham Clark	Elizabeth Rogula
Jeremy Mayhew	Angela Starling

Officers:

Simon Murrells	Assistant Town Clerk
Christopher Braithwaite	Town Clerk's Department
Paul Debuse	Town Clerk's Department
Matthew Lock	Chamberlain's Department
Michael Cogher	Comptroller and City Solicitor
Chrissie Morgan	Director of Human Resources
Janet Fortune	Human Resources Department
Tracey Jansen	Human Resources Department
Vincent Dignam	Department of the Built Environment
Jim Graham	Department of Built Environment
Jon Averbs	Markets & Consumer Protection Department

- 1. APOLOGIES**
Apologies for absence were received from Deputy Billy Dove, Deputy Kevin Everett, Barbara Newman 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 and summary of the meeting held on 11 June 2015 be approved as an accurate record.
- 4. OUTSTANDING ACTIONS REPORT**
The Committee considered a report of the Town Clerk which set out the outstanding actions from previous meetings of the Committee.

The Committee agreed that the second action on the report should be amended to include a further action to request that revised SMART KPIs be included in the Business Plan update in October 2015.

RESOLVED – That the Committee notes the report.

5. **REVENUE OUTTURN FOR 2014/15**

The Committee considered a joint report of the Town Clerk, Chamberlain and the Comptroller and City Solicitor which provided the revenue outturn for the services overseen by the Establishment Committee in 2014/15.

RESOLVED – That the Committee notes the revenue outturn report for 2014/15 and the budgets proposed to be carried forward to 2015/16.

6. **TOWN CLERK'S BUSINESS PLAN QUARTERLY UPDATE**

The Committee considered a report of the Town Clerk which provided the first quarter update on the Town Clerk's Departmental Business Plan.

The Director of Human Resources provided an update on the rollout of the Staff Networks.

The Committee noted that the consultation regarding the reorganisation within the Town Clerk's Department had commenced, and agreed that a confidential, Members Only report providing an update on this should be submitted to the Committee in September 2015.

RESOLVED – That the Committee notes the report.

7. **COMPTROLLER AND CITY SOLICITOR'S BUSINESS PLAN QUARTERLY UPDATE**

The Committee considered a report of the Comptroller and City Solicitor which provided the Committee with the first quarter update for the Comptroller and City Solicitor's Department's Departmental Business Plan.

RESOLVED – That the Committee notes the report.

8. **CORPORATE TRANSPORT POLICY**

The Committee considered a joint report of the Director of Built Environment and the Director of Human Resources which sought approval of a Corporate Transport Policy which outlined the corporate expectations to be applied to all City of London Corporation vehicles and employees who drive or operate them or undertake driving duties in their own or other vehicles during the course of their employment.

The Committee queried whether this policy applied to Members. It was confirmed that it would not currently apply to Members, but a further report would be brought before this Committee and the Members Privileges Sub (Policy and Resources) Committee in due course to consider this matter.

RESOLVED – That the Committee approves the implementation of the Corporate Transport Policy, subject to the inclusion of a reference to vaping within the Smoking Policy portion of the Policy, and to amend paragraph 5.10 to add the word “generally” to the statement that the City of London Corporation did not expect mobile phones to be answered while driving.

9. **SMOKING POLICY UPDATE**

The Committee considered a report of the Director of Human Resources which informed the Committee of a change to the current No Smoking Policy to treat electronic cigarettes and vaping as normal cigarettes. The Town Clerk clarified that the report was for the Committee to approve the proposed amendment to the Smoking Policy.

RESOLVED – That the Committee approves the update to the Smoking Policy as set out in the report.

10. **MARKET FORCES SUPPLEMENTS**

The Committee considered a report of the Director of Human Resources which informed Members of the current position regarding Market Forces Supplements in the City of London Corporation. The report was supplemented by a report in the non-public section of the agenda to address particular issues which had been raised in relation to the IT Division of the Chamberlain’s Department.

RESOLVED – That the Committee notes the report.

11. **OPERATION OF THE SCHEME OF DELEGATION**

The Committee considered a report of the Director of Human Resources which provided information regarding the exercise of the Scheme of Delegations in the previous quarter.

RESOLVED – That the Committee notes the report.

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

There were no questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business to be considered by the Committee.

14. **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.

Item	Paragraph
15, 16, 20, 21	1, 2, 3, 4
17, 19	2, 3
18	4

22, 24	1, 2, 4
23	1, 2, 3
25	1

15. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 11 June 2015 were approved.

16. **NON-PUBLIC OUTSTANDING ACTIONS REPORT**

The Committee noted the report setting out the non-public outstanding actions from previous meetings.

17. **MARKET FORCES SUPPLEMENT (NON-PUBLIC REPORT)**

The Committee noted a report of the Director of Human Resources which provided information in relation to Market Forces Supplements.

18. **REVIEW OF THE PROVISION OF ENVIRONMENTAL HEALTH-BASED REGULATORY SERVICES IN THE CITY OF LONDON**

The Committee considered and approved a report of the Director of Markets and Consumer Protection which provided details of the actions proposed following a review of the Environmental Health-based regulatory services provided by the City of London Corporation.

19. **CITY OF LONDON SCHOOL FOR GIRLS - AMENDMENT TO PAY SCALE**

The Committee considered and approved a report of the Director of Human Resources regarding the pay scale for the City of London School for Girls.

20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business to be considered by the Committee.

22. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 11 June 2015 were approved.

23. **OPERATION OF THE SCHEME OF DELEGATION - CONFIDENTIAL APPENDIX**

The Committee noted the confidential appendix to the report of the Director of Human Resources which provided details of the exercise of the Scheme of Delegation over the previous quarter.

24. **SERVICE BASED REVIEW - REVIEW OF A TEAM WITHIN THE TOWN CLERK'S DEPARTMENT**

The Committee considered and approved a report of the Town Clerk which requested the Committee to approve proposed changes to a team within the Town Clerk's Department.

25. **FLEXIBLE RETIREMENT OF A CHIEF OFFICER**

The Committee noted a report of the Director of Human Resources which provided information of the flexible retirement arrangements for a Chief Officer.

The meeting closed at 12.35 pm

Chairman

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