

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	5 December 2017 26 February 2018	<u>Revenue Budgets</u> The Committee asked to receive information on Member related spending within Town Clerks, including staffing support, transportation costs, as well as ad hoc expense reclaims.	Town Clerk	October 2018	The Assistant Town Clerk to provide an oral update.
2.	5 December 2017 15 January 2018 26 February 2018 9 July 2018	<u>Register of Interests for Chief Officers</u> The DHR suggested that the guidelines for the Chief Officers Register of Interests should be reviewed.	Director of Human Resources	October 2018	A report would be provided in October 2018 with the revised guidelines for the Chief Officers' Register of Interests.
3.	9 July 2018	<u>Guildhall Workplace Utilisation Programme</u> A timetable for the Project to be provided to the Committee in October 2018	Director of Human Resources/City Surveyor	January 2019	The City Surveyor's Department are working with Corporate Strategy and Performance on a Space Utilisation / Agile Working report and the current timelines show that it is likely the report will be brought before the January 2019 meeting of the Committee.

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4.	9 July 2018	<u>Gender Identity Policy</u> A draft policy to be provided to the Committee following the public consultation.	Director of Human Resources; Town Clerk; Director of Community and Children's Services	October 2018	The draft policy to be provided in October 2018.