

### Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	26 February 2019	<u>Inclusive Recruitment: Ban the Box</u>	Director of Human Resources	July/September 2019	A full report will be brought before the Committee in September regarding how the 'ban the box' initiative would be implemented. At the July meeting the Director will provide a verbal update
2.	9 July 2018	<u>Guildhall Workplace Utilisation Programme</u>  Following receipt of a report where Members approved the six design principles to support the Smart Working Programme, Members asked for a walkaround as the Programme develops.  The Committee asked the City Surveyor to confirm whether there were two programmes taking place focussing on agile working and smart working.	City Surveyor	April 2019/May 2019	Members noted that the Town Clerk would circulate the City Surveyor's paper on workplace utilisation to Members by email. Completed.  A joint "Smart Working" meeting of CASC & Establishment Committee Members is being considered – the Town Clerk to update Members at 10 <sup>th</sup> July meeting.
3.	30 April	<u>Cycle of meetings</u> The Town Clerk undertook to report back on a review of the Committee's cycle of meeting dates.	Town Clerk	July 2019	Report submitted to the July meeting