

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	10 July 2019	<u>Race Charter</u> Members noted the development of the race charter, they requested that more thought needed to be put into how the Corporation tracked and measured progress in this area. Officers responded that they would return in September 2019 with further details	Town Clerk	December 2019	Due to resources being geared towards making the Stonewall submission, and ensuring departments have their Action Plans up and running, this Report will be submitted to Establishment Committee members in December.
2.	10 July 2019	<u>Annual Employee Profile Report 2018 – 2019</u> Members asked officers to carry a deep dive on two or three areas in the Report and present their findings to a future meeting of the Establishment Committee. Areas could include, for example, the gender pay gap and/or bonuses data.	Director of HR	December 2019	A Report will be submitted to the December meeting as part of the ER & I update.
3.	10 July 2019	<u>AOB - Chair's appraisal process</u> The Chair proposed carrying out an appraisal for their performance – this would be conducted by Establishment Committee Members with the assistance of officers.	Town Clerk and Director of HR	November 2019	The Town Clerk and the Director of HR would review options and come back to Members in the autumn.
	5 September 2019	Members agreed to issue a resolution to the Policy and Resources Committee asking P&R to encourage the Members of other Grand and Sub-Committee's to carry out an annual performance appraisal of their respective Chairman/Chair.	Town Clerk	October 2019	Resolution submitted to P&R's meeting of 17 th October 2019

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4.	5 September 2019	<p><u>Job Families</u> The Director of HR stressed that jobs families should not be seen in isolation, but it was an important component of HR's upcoming overarching review of pay scales and grading - issues which had not been examined in several years. The first part of the Report would be submitted to Members later in 2019/early 2020.</p> <p>The Chair added that a separate strategic session of the Committee focussed on Pay and Grading would be beneficial. The Director of HR would liaise with the Town Clerk in identifying an appropriate time for a session over the coming months.</p>	Director of HR and the Town Clerk	December 2019/January 2020	
5.	5 September	<p><u>Special Leave Entitlement for Employee Volunteering</u> Although content to approve the Report, it was apparent that many of those volunteering had failed to record this on the corporate system; Members requested that future iterations of this Report should seek to drill down and capture a more accurate picture of staff volunteering rates.</p>	Director of HR	September 2020	

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6.	5 September	<u>HR Dashboard – June 2019</u> Members asked officers to return with more analysis concerning the following: <ul style="list-style-type: none"> • Why do 36% of new starters leave within their first year. • How effective were the City's Mental Well-Being policies in helping to reduce absence? • How do the City's absences for stress compare with other similar organisations? 	Director of HR	December 2019	To be picked up in the next iteration of the HR dashboard.