

### Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	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.	Town Clerk to coordinate with the Deputy Chairman	January 2020	29 <sup>th</sup> October: The Deputy Chairman will contact Members of Establishment Committee Members in the next few weeks  January 2020 – Members have been approached for feedback – an update will be provided at 30 <sup>th</sup> January Committee meeting
2.	5 September 2019	<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 in 2020.  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 in 2020.	Director of HR and the Town Clerk	March 2020	

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
3.	5 September 2019	<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.	Director of HR	September 2020	
4.	5 September 2019	<u>HR Dashboard – June 2019</u> Members asked officers to return with more analysis concerning the following: <ul style="list-style-type: none"> <li>• Why do 36% of new starters leave within their first year.</li> <li>• How effective were the City's Mental Well-Being policies in helping to reduce absence?</li> <li>• How do the City's absences for stress compare with other similar organisations?</li> </ul>	Director of HR		To be picked up in the next iteration of the HR dashboard.

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
5.	10 December 2019	<p><u>Social Mobility Employer Index 2019 - City of London Corporation Results</u></p> <p>Members agreed on the need for a clear and robust action plan showing what was going to be done going forward. Officers were asked to report back in March 2020 with an action plan.</p> <p>It was suggested the City Corporation needed to learn from others and a Member confirmed he would be happy to introduce Price Waterhouse Coopers to the organisation.</p> <p>The Chair welcomed the report and confirmed they wanted to see a clear action plan by March 2020 on how the City Corporation can move forward. The Chair welcomed the opportunity of an introduction to Price Waterhouse Coopers.</p>	Corporate Strategy Manager	March 2020	Action Plan to be submitted to 12 <sup>th</sup> March 2020 meeting

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
6.	10 December 2019	<p><u>Equality and Inclusion Update</u> The Committee received a report of the Director of Human Resources providing an update on the City Corporation's Gender, Ethnicity and Disability Pays Gaps for the snapshot date of 31 March 2019.</p> <p>The Chair asked that an action plan be brought back by March showing how the City Corporation was going to reduce the pay gap.</p> <p><b>RESOLVED</b>, that the report be noted and; that an action plan be brought back in March addressing how the City Corporation could reduce the pay gap.</p>	Director of HR	March 2020	Action Plan to be submitted to the 12 <sup>th</sup> March 2020 meeting
7.	10 <sup>th</sup> December 2019	<p><u>Name of the Grand Committee</u> The Chair referred to the name of the Committee. They suggested that as the committee was responsible for all matters concerning the workforce and matters relating to inclusion, the name should reflect this e.g. Workforce and Inclusion Board.</p> <p>It was agreed the name of the Committee could be considered more fully at the next meeting.</p>	Town Clerk	January 2020	Report submitted to January meeting