

## Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	30 April 2015, Item 18	<u>Town Clerk's Departmental Business Plan</u> The Town Clerk to ensure that KPIs in relation to housing, the cultural hub, employee engagement and staff attrition are included within the six-monthly Business Plan update report.	Assistant Town Clerk	October 2015	Updated KPIs to be provided in October 2015.
2.	30 April 2015, Item 18	<u>Member Development</u> The Town Clerk's Department to consider whether attendance at Member Development events could be improved by scheduling events to coincide with relevant Committee meetings, allowing training to be CPD accredited and considering whether more of the training areas should be mandatory.	Assistant Town Clerk	Update to be provided at next meeting.	Events are currently scheduled as far as possible to coincide with relevant Committee meetings. Training provided through the Member Development Scheme is CPD accredited. It would be the role of the Member Development Steering Group to consider whether there should be any mandatory training, and the Committee's comments will be brought to the Steering Group in due course.
4.	19 March 2015, Item 4	<u>Workforce Planning</u> The Director of HR to make a presentation regarding work on the Workforce Planning, Management Information and Corporate Memory.	Director of HR	As soon as practical	Presentation to be made at the June meeting of the Committee.