

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	12 July 2016, Item 6	<u>Local Authority Designated Officer Role</u> The Committee requested that the Member Development Steering Group set up a training session on the Local Authority Designated Officer Role.	Town Clerk	October 2016	The Town Clerk's Department to liaise with Community & Children's Services to arrange a briefing in October.
2.	16 September 2016, Item 4	<u>Unconscious Bias Training</u> The Committee requested that the Member Development Steering Group consider whether equality and inclusion training, including training on unconscious bias, should be mandatory for all Members.	Town Clerk	October 2016	A Member Development training session took place on 7 September 2016. Eight Members attended, two Members cancelled in advance of the training. The Town Clerk will contact HR to see whether it would be possible to schedule a second briefing.
3.	16 September 2016, Item 5	<u>Accommodation and Ways of Working Programme</u> The Committee requested that a report responding to the points raised at the September meeting regarding elements that should be in place for the programme to be delivered successfully, be submitted to the Committee prior to the implementation of the Scheme.	Town Clerk	January 2017	A report to be submitted in January 2017.