

### Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	16 September 2016, Item 5	<p><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.</p>	Town Clerk	January 2017	A report to be submitted in January 2017.
2.	25 October 2016, Item 3	<p><u>Use of Personal Recording Devices During Disciplinary Procedures</u> The Committee requested an update be provided on the use of technology during disciplinary interviews and whether any measures would be put in place to address this.</p>	Director of Human Resources	TBC	TBC
3.	25 October 2016, Item 4	<p><u>Member Development Training</u> The Committee requested a summary of information on Member Development to include details on courses scheduled, attendance levels and costs. The Committee would like to be reminded of their obligations in relation to undertaking training.</p>	Town Clerk	December 2016 / January 2017	An update will be circulated to the Committee following the December meeting of the Member Development Steering Group.