

### 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></p> <p>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> <p>A report was provided to the Committee in January 2017 which provided an overview of work carried out to date and addressed potential concerns. A further report on the Programme would be submitted to the Committee in the autumn.</p>	Comptroller and City Solicitor	Autumn 2017	A report to be submitted in the autumn of 2017.

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2.	14 February 2017, Item 14	<p><u>Human Resources Dashboards</u> A discussion arose in Committee on the Human Resources Dashboards where the following queries were raised.</p> <ul style="list-style-type: none"> <li>a) Whether other service committees in addition to the Establishment Committee should have the opportunity to view the dashboards for their areas.</li> <li>b) Whether comparison data could be made available to help provide context to the data within the dashboards.</li> <li>c) Whether the frequency of dashboard reporting should be reduced from quarterly to biannual, but instead of the three dashboards currently provided, that all dashboards for the 19 City of London Corporation departments be made available.</li> </ul> <p>The Committee asked the Town Clerk to consider their suggestions.</p>	Town Clerk	October 2017	<p>The Town Clerk has asked the Head of Corporate Strategy &amp; Performance to review whether there are any opportunities for the dashboards to be included in the new business planning framework.</p> <p>At the May meeting of the Committee, the Director of Human Resources provided Members with an update and proposed that a further update be provided to the in October.</p>

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3.	19 June 2017 Item 5	<p><b>BUSINESS PLANS 2017/2018</b></p> <p>A Member suggested that it was time to look again at the operational model and review effectiveness as the 'policy' function had practically disappeared and the 'committee' function took priority, and there was now limited support for Chairmen and Deputy Chairmen. In particular, Officers were asked to look at this in the context of establishing a career path for staff joining the Corporation, possibly as graduates, for whom work as a committee/policy officer could form part of their progression into non-specialist management roles.</p> <p>It was agreed that the views of both Members and staff be sought and a report be brought back to a future meeting.</p>	Town Clerk	July 2017	On Agenda

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4.	19 June 2017 Item 10	<p><b><u>Use of Volunteers</u></b> In relation to the extent of use of volunteers in the workforce a concern was raised with regard to the protocols used across the organisation and how the duty of care towards volunteers was discharged, as this appeared to vary from department to department.</p> <p>The Director of Human Resources undertook to provide a report comparing and contrasting the approach to paid and unpaid workers, and guidance on how to appoint them, to a future meeting.</p> <p><b><u>Recruitment</u></b> A request was made for a report concerning the use of recruitment by Chief Officers to manage the out turn for their departments, including the average time from vacancy to post being filled detailed by month. Further questions were asked concerning the use of consultants and whether or not any employees were paid in any other ways other than payroll and it was agreed that this be included in the paper</p>	Director of HR	Future Meeting	Recruitment on the agenda