

### **Establishment Committee – Outstanding Actions**

<b>Item</b>	<b>Date</b>	<b>Action</b>	<b>Officer responsible</b>	<b>To be completed/ progressed to next stage</b>	<b>Progress Update</b>
1.	5 December 2017	<u>Matters Arising</u> The Director of HR reported that in relation to mental health at work managers were now being trained to recognise the signs of stress and were being trained on how to raise this with staff and provide guidance on how to address it. It was agreed that a report on this should be brought to a future meeting.	HR	February 2018	On agenda for February 2018.
2.	5 December 2017	<u>Maternity, Adoption &amp; Shared Parental Leave</u> Members questioned why the costs could not be met from a central budget and it was agreed that a report back on alternative methods of funding should also be reported.	HR	Review January 2019	Review scheduled for January 2019.
3.	5 December 2017	<u>Revenue Budgets</u> The Assistant Town Clerk reported that he was aware that there was currently no budget for Member's facilities such as stationary and furniture and it was agreed that this be considered and reported back in the general budget report.	Chamberlains/TC	TBC	The Deputy Chamberlain is currently exploring the various existing budgets to assess where allocation matches requirement and with a view to establishing an improved reporting mechanism.

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4.	5 December 2017	<u>Register of Interests for Chief Officers</u>  The Director of HR suggested that the guidelines for the Chief Officers Register of Interests should be reviewed.	HR	February 2018	On agenda for February 2018.