

### Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
	5 December 2017	<u>Matters Arising</u> The DHR 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	January 2018	On Agenda
	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  <b>Update Feb 2018</b>	On Agenda
	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	Ongoing

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
	5 December 2017 15 January 2018	<u>Register of Interests for Chief Officers</u>  The DHR suggested that the guidelines for the Chief Officers Register of Interests should be reviewed.	HR	April 2018	
	15 January 2018	<u>Pay Policy Statement</u>  Members made suggestions for minor changes and also sought clarification on the composition of the Senior Remuneration Panel which appeared to be at odds with the Establishment Committee's Terms of Reference.  The Director of Human Resources advised that she would look into this and also provide a refresher report on senior officer appointments.	HR	February 2018	On Agenda
	15 January 2018	<u>Volunteers</u> A strategic development meeting with Volunteering Working Group members and additional staff took place on for 9 January 2018, and Members requested that the slides from this session should be circulated to the Committee.	HR		Ongoing