

### Establishment Committee – Outstanding Actions

| Item | Date             | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Officer responsible | To be completed/ progressed to next stage | Progress Update       |
|------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------|-----------------------|
|      | 5 December 2017  | <u>Maternity, Adoption &amp; Shared Parental Leave</u><br>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                       | Chamberlain to Update |
|      | 26 February 2018 | <p>After a lengthy debate, members agreed that these payments should be funded centrally rather than by local risk budgets, recognising that a central budget would need to be top sliced from all departmental budgets.</p> <p>The Chamberlain advised that this would require a late adjustment to the budget but agreed to bring a report back to the Committee to implement Members' decision.</p> <p><b>RESOLVED</b> - That a report proposing that maternity, adoption and shared parental pay be met from a central budget be brought back to the Committee to implement Members' decision</p> | Chamberlain         | <b>Update Feb 2018</b>                    |                       |

| Item | Date                                                   | Action                                                                                                                                                                                                                                                              | Officer responsible | To be completed/<br>progressed to next stage | Progress Update                                                                     |
|------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------|-------------------------------------------------------------------------------------|
|      | 5 December 2017<br>26 February 2018                    | <u>Revenue Budgets</u><br>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                                                                             |
|      | 5 December 2017<br>15 January 2018<br>26 February 2018 | <u>Register of Interests for Chief Officers</u><br><br>The DHR suggested that the guidelines for the Chief Officers Register of Interests should be reviewed.                                                                                                       | HR                  | June 2018                                    |                                                                                     |
|      | 15 January 2018<br>26 February 2018                    | <u>Volunteers</u><br>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                  |                                              | Corporate Volunteering Strategy report coming May/June 2018<br><br><u>On Agenda</u> |