

### **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.	9 July 2018	<p><u>Guildhall Workplace Utilisation Programme</u></p> <p>Following receipt of a report where Members approved the six design principles to support the Smart Working Programme, Members asked for a workaround as the Programme develops.</p> <p>The Committee asked the City Surveyor to confirm whether there were two programmes taking place focussing on agile working and smart working.</p>	City Surveyor	April 2019	A further report will be submitted to Committees at the earliest opportunity, March/April to align with the letting. If necessary, under delegated authority, providing a detailed financial analysis of the income and cost benefits of the approved letting and moves, and seeking approval for the cost of these works.
2.	9 July 2018	<p><u>Gender Identity Policy</u></p> <p>A draft policy to be provided to the Committee following the public consultation</p>	Director of Human Resources; Town Clerk; Director of Community and Children's Services	<p>October 2018</p> <p>December 2018</p> <p>February 2019</p>	Following a presentation in December 2018, a final survey with the literature review and other discussions would inform a draft policy and this would be provided to the Committee in February 2019.

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3.	29 October 2018	<p><u>Influenza Inoculations</u> A question was raised regarding whether the City Corporation should offer free influenza inoculations for all officers and Members as soon as practicably possible to reduce sickness absence levels and maximise officer/Member wellbeing.</p> <p>The Director of Human Resources explained that the Open Spaces Department was currently piloting a free inoculation scheme for officers and a review of that exercise could be used to inform a future report to the Committee in December.</p>	Director of Human Resources	February 2019	<p>A report was provided to the Committee in December 2018, it was agreed that a further report be provided to the Committee in March 2019 following the conclusion of the trial within Open Spaces.</p> <p>Following an oral update at the January meeting, Members asked for a progress report to be provided at the next meeting.</p>