

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	16 July 2015, Item 6	<u>Town Clerk's Departmental Business Plan – Quarterly Update</u> A confidential, Members-only report providing an update on the consultation within the Town Clerk's Department to be submitted to the next meeting.	Assistant Town Clerk	September 2015	Confidential report included in the Members Only section of the agenda.
2.	16 July 2015, Item 8	<u>Corporate Transport Policy</u> A further report to be submitted to the Committee (and the Members Privileges Sub-Committee) to determine whether the Policy should apply to Members.	Director of Human Resources	October 2015	Report to be submitted to Establishment Committee in October 2015.
3.	30 April 2015, Item 18	<u>Town Clerk's Departmental Business Plan</u> a) The Town Clerk to ensure that KPIs in relation to housing, the cultural hub, employee engagement and staff attrition are included within the six-monthly Business Plan update report. b) The Town Clerk to ensure that all KPIs within the Business Plan are SMART (Specific, Measurable, Assignable, Realistic and Time-Related)	Assistant Town Clerk	October 2015	Updated KPIs to be provided in October 2015.