

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	17 September 2015, Item 5	<u>Equality and Inclusion</u> The Equality and Inclusion Board to a report to a future meeting of the Committee providing an overview of wider equality issues, such as those relating to service provision, residents and Members.	Town Clerk	November 2015	Report to be submitted following the next meeting of the Equality and Inclusion Board (scheduled for 27 October 2015)
2.	17 September 2015, Item 6	<u>Calculation of Redundancy Payments</u> The Director of Human Resources to provide a further report on the proposed fixed formula for enhanced redundancy be submitted to the Committee's next meeting, providing further information in relation as to the likely financial impact, the business case and the overall rationale for the proposed policy.	Director of Human Resources	October 2015	Report included on agenda for this meeting.
3.	17 September 2015, Item 7	<u>Social Media Policy</u> The Director of Human Resources provide an updated version of the proposed Social Media Policy to the Committee's next meeting, to reflect the comments made by Members.	Director of Human Resources	October 2015	Report included on agenda for this meeting.
4.	17 September 2015, Item 25	<u>Chief Officer and Senior Officer Appointment Process</u> Town Clerk and Director of Human Resources provide a report to a future meeting to allow the Committee to review the appointment process for Chief Officers and Senior Officers.	Town Clerk and Director of Human Resources	October 2015	Report included on agenda for this meeting.

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5.	16 July 2015, Item 6	<u>Town Clerk's Departmental – Restructure of a Team</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	October 2015	Report will now be submitted to November 2015 meeting as the consultation process remains ongoing.
6.	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	December 2015	Report to be submitted to the next meeting of the Members Privileges (Policy and Resources) Sub-Committee.
7.	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	Information regarding updated KPIs is provided in October 2015 report. In some cases, it is not possible to provide SMART targets due to the nature of the objectives within the Town Clerk's Departmental Business Plan.