

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	10 December 2015, Item 8	<u>Dates and Times of Meetings</u> Town Clerk to identify alternative meeting dates with the Chairman and Deputy Chairman to comply with a six-weekly meeting schedule, on a day other than Thursday.	Town Clerk	February 2016	New meeting dates to be provided for the meetings from April 2016 onwards.
2.	10 December 2015, Item 8	<u>Updates to Terms of Reference</u> i) Agreed updates to Terms of Reference to be submitted to Policy and Resources Committee in March 2016 and Court in April 2016. ii) A further report to be submitted to his Committee and other relevant Committees regarding the reporting lines for the Central Criminal Court.	i) Town Clerk ii) Town Clerk	i) March 2016 ii) February 2016	i) On track ii) A further report will be presented to the all relevant Committees (Establishment, Corporate Asset Sub, Court of Aldermen and Policy and Resources) in March 2016. This will consider all possible options.
3.	10 December 2015, Item 9	<u>Recruitment of City Surveyor – Investment Committee Terms of Reference</u> The Investment Committee to be requested to request an update to their Terms of Reference to provide that Committee with authority to appoint the City Surveyor (in consultation with the Policy and Resources Committee)	Town Clerk	Completed	Policy and Resources Committee recommended that no such update to Terms of Reference is required.

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4.	10 December 2015, Item 10	<u>Statutory Dismissal Procedures for the Head of Paid Service, Monitoring Officer and Chief Financial Officer</u> i) Policy and Resources Committee and Finance Committee to be informed of their proposed role in the Statutory Dismissal Procedure, in advance of consideration of the Procedure by Court of Common Council. ii) Policy and Resources Committee to be requested to consider amending Standing Order 63 to include full details of the dismissal procedure.	Town Clerk	February 2016	A report on these matters are included on this agenda and will be presented to Finance Committee and Policy and Resources Committee later in February 2016.
5.	10 December 2015, Item 8	<u>Chief Officer and Senior Officer Appointment Process</u> The Director of Human Resources to submit the final Senior Officer Recruitment Policy to the February 2016 meeting of this Committee.	Director of Human Resources	February 2016	An update report on progress with this is included within the agenda.
6.	28 October 2015, Item 6	<u>Trade Union Bill</u> Further updates on the implications of the Trade Union Bill to be provided as the Bill progresses through Parliament.	Remembrancer	As required with progress of the Bill	Update on the Bill's progress is expected to be provided in March or April 2016.
7.	28 October 2015, Item 9	<u>Service Based Review Savings</u> A report to be submitted identifying the £27k replacement saving following the continuation of a grant in that amount to the Pensioners' Annual Lunch.	Town Clerk and Chamberlain	Report to be submitted once saving identified.	Potential additional saving from the Central Risk Budget has not yet been identified.