

Establishment Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	10 February 2016, Item 4	<u>Appointment of Chief Officers</u> Town Clerk to ensure that all Committees Terms of Reference include the responsibility for the appointment of their Chief Officer.	Town Clerk	March 2016	The Town Clerk can confirm that the appointment of Directors of top-level Departments (i.e. positions such as Director of Markets and Consumer Protection, Chamberlain etc) are included within the relevant Committee's Terms of References.
2.	10 February 2016, Item 10	<u>Statutory Dismissal Procedures for Town Clerk, Comptroller and Chamberlain</u> The Policy and Resources Committee be requested to agree that all three Independent Persons appointed to advise the Standards Committee are appointed to the Relevant Officer Dismissal Panel. The Town Clerk was also asked to investigate whether the role of the Panel could be fulfilled by the Standards Committee.	Town Clerk	February 2016	This resolution from the Establishment Committee was included with the agenda for the Policy and Resources Committee meeting on 18 February. The resolution also included a note regarding the potential for the role of the Panel to be fulfilled by the Standards Committee.

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3.	10 February 2016, Item 13	<u>Pay Policy Statement</u> The Pay Policy Statement be amended to add the Headteachers of the three Independent Schools and the Remembrancer to the list of Senior Management, with the note at paragraph 15 explaining that they were different from Senior Management for pay purposes. The final sentence of paragraph 15 to state that the Remembrancer is "The post of Remembrancer is <i>currently</i> aligned to Senior Civil Service pay scales."	Town Clerk	February 2016	A resolution with these proposed changes was submitted to the Policy and Resources Committee.
4.	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 were emailed to the Committee on Friday, 26 February. These dates are appended to this report.
5.	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) This report is being prepared, and will be included on the agenda for the Committee's April 2016 meeting.

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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	Confirmation is still being sought as to whether this Bill will apply to the Corporation. A further report will be provided to the Committee in April or May.
7.	19 March 2015, Item 6	<u>Shared Parental Leave Policy</u> The Committee agreed that the Shared Parental Leave Policy should be reviewed after a year of operation to determine whether any amendments were required.	Director of Human Resources	March 2016	There has only been one application for Shared Parental Leave over the last year. It is not thought that any review of the Policy is required.