

P, A&R Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
Matters Arising				
13 th Feb 2018	6.12	People strategy	Managing director	Update to the first PARC of 18/19
13 th Feb 2018	7.4	Student trustee JD redraft	Union President	March leadership elections
13 th Feb 2018	8.3	Officer trustee handover: Create an OT specific year card	Deputy president (welfare)	End of 17/18 AY
13 th Feb 2018	10.3	Sabbatical accommodation policy 1. ACC to re-write the policy and present it as an information guide. 2. JOH to explore the tax and financial implications for OTs taking up this accommodation.	Managing director and Union President	End of 17/18 AY
23 rd May 2018	5.6	Sabbatical Officer vs OT disciplinary process Identify the difference in the disciplinary processes and ensure that this is clarified to incoming Sabbs	Managing director	Update to the first PARC of 18/19
23 rd May 2018	5.22,23,24	MD to look into - Evaluating JDs to ensure that staff expectations are very clear - Look at development and retention, and whether the organisation can retain a core team, and how it should retain them - Look at making development opportunities clear to all staff	Managing director	Update to the first PARC of 18/19

		<ul style="list-style-type: none"> - Asking managers to put an exact number of days per year for development - Communicating the staff development framework to all staff and how it must be utilised 		
23 rd May 2018	5.32	Staff wellbeing programme	Administration Support Manager	Update to the first PARC of 18/19
23 rd May 2018	8.2	Staff survey <ul style="list-style-type: none"> - The Union must make a decision if they wish to employ the College survey or compile its own survey - Ensure that the survey results are communicated and action plans must be put together to tackle the main issues 	Managing director	Update to the first PARC of 18/19