

P, A&R Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
Matters Arising				
14 th Nov 2018	5.2	Officer trustee handover: AL to liaise with OTs to create a handover checklist	Deputy president (Education)	Update to 12 th Feb
14 th Nov 2018	7.5	Sabbatical Officer vs OT disciplinary process Set up a working group to compile informal guidance on discipline and a performance management process for sabbatical officers	Managing director	Update to 12 th Feb
14 th Nov 2018	6.13	People Strategy Organise a brainstorm session to map out solutions for staff dissatisfaction issues	Managing director	Update to 12 th Feb
14 th Nov 2018	7.7	Staffing issues SA and ADS to organise tailored training to managers regarding communicating development opportunities To check the change in pay process for OTs with HR	Admin Support Manager and Senior HR manager	Update to 12 th Feb
17 th Sept 2018	8.3	IIP action plan Create a single list of people related actions	Managing director	Update to 12 th Feb
14 th Nov 2018	6.27	Volunteer safeguarding	Managing director	Update to 12 th Feb

		To discuss with safeguarding Committee		
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