P, A&R Committee – Action Tracker

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| Meeting(s) | Minute | Action  | Responsible | Timeline |
|  |  | **Matters Arising**  |  |  |
| 15th May 2019  | 6.40 | **Officer trustee handover:**JOH to feedback the Committee comments to the SDM regarding CU induction | Managing director | Update to the first meeting of the AY 19/20 |
| 15th May 2019  | 6.30 | **Sabbatical Officer vs OT disciplinary process** JOH to complete this prior to the new OT onboarding  | Managing director | July 2019 |
| 15th May 2019  | 6.48 | **Staff survey**CB to follow-up with JOH regarding the next steps following the Staff Survey results JOH to initiate a working group to look at the staff survey results in more detail and extract the main focus points for the Union in terms of people issues | Claire Budden/Shola AlabiManaging Director | Update to the first meeting of the AY 19/20Update to the first meeting of the AY 19/20 |
| 15th May 2019  | 5 | **Staffing issues**ADS to emphasize that it is mandatory for all managers to attend, and if managers are not able to make it, training will be specifically scheduled for them  | Admin Support Manager and Senior HR manager | ongoing |
| 15th May 2019  | 6.15 | **Blind recruitment**ADS to speak to Jason Chambers regarding trialling blind recruitment  | Admin Support Manager | Ongoing |
| 18th September 2019 | 5.1 | **Disciplinary Process –** JOH to provide report on disciplinary process and volunteer safeguarding  | MD | 13th Nov 2019 |
| 18th September 2019 | 6.1 | **Terms of Reference –** wording of remit to be reviewed and report to next committee (Scope to liaise with Shola Alabi) | Chair / MD | 13th Nov 2019 |
| 18th September 2019 | 7.8 | **Volunteer Workers –** JOH to scope out options concerning volunteer worker status for student volunteers to create a more substantial relationship between volunteer and ICU. DF to meet with CU presidents to discuss. Verbal updates to next committee | MD / DF | 13th Nov 2019 |
| 18th September 2019 | 7.9 | **Volunteer Workers**To meet and discuss this issue with CU presidents | ICSMSU President | Verbal update to next meet |