

Draft Human Resources Committee Action Sheet – 17 December 2024

Action number	Item/report	Action	Responsible officer(s)	Action taken / progress
1	Item 4 – Public Forum	There was a late submission to HRC, please respond to it via email.	SG OH	Complete
2	Item 6 – Trade Union Forum	The Committee work programme has a Health and Safety item for March. This could cover an update on Sandy Park and specific issues of working in a listed building environment.	SG	Planned as part of March HR Committee H&S update
3	Item 6 – Trade Union Forum	The Director of Workforce and Change will provide an email update to the committee regarding the urgent Sandy Park actions.	SG	Complete
4	Item 8 – Recruitment and Retention	Head of HR to discuss improvement of communications about occupational health referrals with the new supplier.	JB	Complete – communications issued February 2025.
5	Item 9 – Pay Policy	Head of HR to add more clarity about the difference between interim and agency staff in the report.	JB	Complete – definitions included in finalised report.
6	Item 10 – SLT Recruitment	Director of Workforce and Change to circulate the advice given to Trade Union colleagues as per paragraph 10 of the report.	SG	Complete – relevant emails provided