

People Services Committee Action Log

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
1022	19/09/2024	7	To add the Exit Interview Policy to the review list.	JA	Next Meeting	Completed
1023	18/09/2024	8	To explore possible processes where Members could notify Officers if they completed training by watching session recordings.	CL	Next Meeting	Completed. When links to recordings circulated, Members to advise Caroline or Georgia if recordings are watched.
1024	18/09/2024	8	To add links of training session recordings to the Members SharePoint for easy access.	CL	Next meeting	Completed. Page created on SharePoint
1025	18/09/2024	8	To liaise with Welsh Gov to understand the process once appraisals are submitted.	TJ	Next meeting	Welsh Gov have advised that they don't see the annual assessments as a means to manage NPA Members, but for them to be assured that the NPAs have appropriate mechanisms in place to manage Members themselves, i.e. that the NPAs have arrangements to ensure they are sharing/ receiving feedback on performance and talking about performance/development needs.
1026	18/09/2024	8	Members' Travel Policy - To provide a deadline to allow Members' comments to be collated prior to the December meeting.	CL	Prior to Dec meeting.	Completed. Policy circulated to Members and approved at the NPA meeting 11/12/24