| **Minute Ref** | **Action Required** | **By whom** | **Timescale** | **Progress** |
| --- | --- | --- | --- | --- |
| 4a) | Circulate staff newsletter to Members | TJ | December 2022 | November newsletter circulated |
| 4a) | Information on staff costs pre and post restructure to be provided by 21/12/22 | KD | December 2022 | Completed |
| 4b) | Action list to be included in future | CL/JE/TJ | Next Meeting | Completed |
| 7 | Human Resource Metrics - additional statistics to be provided in the report to the next Committee re reasons for leaving, percentage absence rates and Health and Safety | KD | Next Meeting | Completed |
| 8 | Additional info re the role of the Committee, top level grading structure, appeals process and key milestones be provided to the Committee before a workshop on 21.12.22 | KD | December 2022 | Completed |
| 10 | Allow Members access to the electronic structure charts possibly through Cezanne. | KD | December 2022 | Completed |