

## Action Log – Operational Review Committee

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
823	30/11/2022	4b)	Line Managers involved in kickstart to provide a brief summary to Members of the success of the scheme	TJ/ME		Completed. Sent to Members via email.
829	30/11/2022	9	Member training in relation to decarbonisation and carbon literacy - add to Member Development Programme. Suggestion that CAT might be able to provide training	CL/JM		<p>1st draft of course content has been completed, Cynnal Cymru have gone away to work on the final draft including suggested amendments from NP and PCC.</p> <p>Final draft will be reviewed on Sept 21st and be accredited the following week By the Carbon Literacy Project, for delivery in October.</p> <p>The first block of training (train the trainer) will be delivered on the 23rd and 25th Oct.</p> <p>Decarbonisation officer working with Democratic Services Manager to arrange suitable date and time for Members from November onwards.</p>
873	15/03/2023	7	HR Committee to monitor staff sickness levels and completions of workforce equality monitoring information.	HR Committee	Next meeting	Completed. Items covered in HR report presented at HR Committee at the end of June.
905	14/06/2023	6	Updated organisational chart featuring line managers and above to be circulated to Members.	JA	Next Meeting	Completed. Sent to Members via email.
910	14/06/2023	6	Monthly email of starters and leavers to be sent to Members	MP	Next Meeting	Completed. This information is included in the staff newsletter that is sent to Members.