

A&R Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
Matters Arising				
13 th Feb 2018	6.12	People strategy	Managing director	To complete by the end of May 2018
13 th Feb 2018	7.4	Student trustee JD redraft	Union President	March leadership elections
13 th Feb 2018	8.3	Officer trustee handover: Create an OT specific year card	Deputy president (welfare)	23 rd May 2019
13 th Feb 2018	8.4	Officer trustee handover: Building a knowledge bank for incoming OTs	Union President	End of academic year
13 th Feb 2018	8.8	Officer trustee handover: Meet with staff and OTs to ascertain what needs to be in the handover and discuss what has been their biggest successes and barriers.	Managing director	23 rd May 2019
13 th Feb 2018	10.3	Sabbatical accommodation policy 1. ACC to re-write the policy and present it as an information guide. 2. JOH to explore the tax and financial implications for OTs taking up this accommodation.	Managing director and Union President	23 rd May 2019
13 th Feb 2018	12.2	TOIL Communication to be sent to all staff regarding the Unions Policy on TOIL	Managing director	23 rd May 2019