# CHANGE MANAGEMENT COMMITTEE

# <u>ACTION LIST</u>

### Arising from the Meeting held on Monday, 15 January 2018

| No. | Minute Ref. / Item of Business | *Action Details / Action Due Date | Responsible Officer(s)' Initials | Action Status |
|---|---|---|---|---|
| 1. | **17. - Introduction of Paperless Committee Meetings** | An Officer from Democratic Services be in attendance in the Committee Room from one hour before the start of the March meeting to offer any pre-meeting support required in setting up and using the Modern.gov app. *Due by Mar-19* | **SaBa** | On Target to Complete |
| 2. | **18. - Absence Management (Q3 2017/18 v Q3 2018/19)** | Members to be kept appraised of the Council's ongoing absence management performance, by way of periodic updates included in the Members Bulletin. *Due by Ongoing* | **KaPo** | Ongoing |

* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which <u>do not</u> form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).

**Change Management Committee**
Tuesday, 15 January 2019

Chair's
Initials _____