

Appendix 2) Action Sheet

**PERFORMANCE SCRUTINY COMMITTEE - PEOPLE
ACTION SHEET – 30/11/2021**

	Agenda Item	Action	Responsibility	Outcome
1	Education Services Mid-Year Review	Send Committee Recommendations on to the relevant departments.	Scrutiny Adviser	Completed – emailed comments and recommendations
2	Minutes	Send Committee minutes to approve within a week of the meeting.	Scrutiny Adviser	Completed – sent minutes for approval and made requested changes.