

Fiona Brooks
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: OTOA/2C70E15F
Document Type: Checklist

1:1 Actions Checklist

1. **ACTIONS AGREED DURING 1:1 REVIEW ON 10 MARCH 2026**

Trial a fortnightly 30-minute catch-up meeting on alternate days for a two-month period to improve communication and workload management.

Reallocate routine administrative data-entry tasks to the HR Coordinator for six weeks to alleviate workload pressures.

Leah to update the training calendar with confirmed session leads to ensure clear training organisation.

Fiona to prioritise Employment Relations (ER) case milestones and provide weekly updates on active cases to maintain visibility and progress tracking.

Follow-up Action Plan



CHECKLIST DETAILS

Employee

Fiona Brooks

Role

HR Business Partner

Case type

Regular 1:1 Review

Reference

HRA-2C70E15F



KEY DATES

Completed

14 July 2026

First review

10 March 2026

Action	Owner	Due Date	Evidence Required	Status
Review the 1:1 actions checklist and confirm it reflects the agreed facts.	HR	10 March 2026	Completion note or supporting evidence	Open
Review the 1:1 review record and confirm it reflects the agreed facts.	HR	10 March 2026	Completion note or supporting evidence	Open
Next 1:1 Review is due on 12 May 2026.	HR	10 March 2026	Completion note or supporting evidence	Open
Record clear ownership and timing for any agreed follow-up.	HR	10 March 2026	Completion note or supporting evidence	Open
Review the Conduct Regular 1:1 Review record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	10 March 2026	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	10 March 2026	Completion note or supporting evidence	Open

Continued

1:1 Actions Checklist

2. TASK OWNERSHIP AND PRIORITISATION

Trial fortnightly alternate-day catch-ups – Owner: Fiona Brooks – Priority: High

Reallocation of routine admin data-entry – Owner: HR Coordinator – Priority: High

Training calendar update and confirmation of session leads – Owner: Leah – Priority: Medium

ER case milestone prioritisation and weekly updates – Owner: Fiona Brooks – Priority: High

3. DUE DATES AND EVIDENCE REQUIREMENTS

Catch-up meetings to commence immediately following 10 March 2026 review, continuing for two months, with meeting notes as evidence.

Admin reallocation to cover six-week period from start date to be confirmed by manager, with task completion confirmation and handover notes.

Training calendar updated by Leah with documented session leads confirmation, evidenced by calendar snapshot or communication update.

Weekly ER case updates from Fiona to be submitted every Friday, supported by case tracking notes or summaries.

Continued

1:1 Actions Checklist

4. STATUS AND COMPLETION NOTES

Catch-up meetings: In progress; initial sessions have been scheduled. Continuing monitoring required.

Admin reallocation: Pending confirmation of start date and handover from Fiona.

Training calendar update: Pending action by Leah; employer to confirm update completion.

ER case updates: Ongoing; first weekly update expected following the review. Employer to verify receipt and content quality.

5. NEXT STEPS AND REVIEW TIMELINE

Review this checklist and confirm accuracy of tasks, owners, priorities, due dates and evidencing requirements.

Monitor progress on agreed actions monthly and provide feedback during catch-up meetings.

Prepare to review overall progress and adjust actions as necessary at the next 1:1 review scheduled for 12 May 2026.