

Fiona Brooks
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: OTOR/2C70E15F
Document Type: Meeting notes

1:1 Review Record

1. MEETING PURPOSE

The purpose of this meeting was to conduct a scheduled one-to-one review with Fiona Brooks, HR Business Partner, to discuss her current workload, development, and to agree any necessary actions to support performance and operational effectiveness.

2. ATTENDEES AND CONTEXT

Fiona Brooks, HR Business Partner.

Review held on 10 March 2026.

Regular one-to-one review as part of ongoing performance and workload management.

 MEETING NOTES 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

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3. DISCUSSION SUMMARY

The discussion covered Fiona's current employee relations (ER) caseload, which comprises two active cases at the time of the meeting.

Details of the training schedule for apprentices were reviewed, noting the need for clarity regarding session leadership and calendar updates.

Fiona highlighted a development area relating to the visibility of non-working days, indicating a desire to improve coordination in this respect.

Workload distribution was considered, particularly recognising pressure points during peak months that affect timely completion of tasks.

Various options were explored to manage workload, including temporary reallocation of routine administrative duties and introduction of a catch-up meeting rhythm to enhance regular communication and oversight.

The meeting also identified pressure points in Fiona's work during peak periods and examined possible support mechanisms to alleviate these challenges.

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4. AGREED ACTIONS

Commence a trial of fortnightly 30-minute catch-up meetings on alternate days, to run for two months, aiming to improve communication and workload tracking.

Reallocate routine administrative data-entry tasks to the HR coordinator for a period of six weeks to provide immediate support.

Leah (presumed colleague or team member) to update the training calendar and confirm session leads to ensure clarity for apprentice training.

Fiona to prioritise key milestones within her ER cases and provide weekly updates summarising case progress.

The parties agreed to review the effectiveness of these measures at the next scheduled one-to-one meeting.

5. NEXT REVIEW DATE

A follow-up one-to-one review is scheduled for 12 May 2026 to assess progress and recalibrate support as necessary.

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6. SIGNATURES

Line Manager / Reviewer

Date: _____

Fiona Brooks, HR Business Partner

Date: _____