

**DTN Committee Meeting: Monday 4th November 2024
Review of Actions**

Item	Responsible	Action	Timescale
2.1.4	All	if anyone has any further resources to please send them over to GG	ASAP
2.1.4.1	GG	review the content and check suitability before adding to the website	Update required
2.1.4.2	AL	speak to Heather at RHI about creating a tab specifically for HCL to link to the best practise guide, relevant videos and links to resources	In progress
3.1	AL	Share John Pembleton's slides with the committee for review	Update required
3.1.1	GG	share resources used for KCL days with the committee	Update required
3.7	All	Please review the HCL survey link and provide feedback	Completed
5.1	CH	Update terms of reference following committee discussions	This has been done and sent to Alistair for final review – awaiting response
6.1	All	Encourage your teams to sign up to Tech awareness 1 st -8 th July 2024	Completed
6.2	All	Please forward any specific comments on the Educators competency document to AJ	Update required