

Healthwatch Oxfordshire Board of Directors

Date of Meeting: 24 th November 2015	Paper No: 7
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Title of presentation: Minutes of the HR Group
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This paper is for	Discussion		Decision		Information	x
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Purpose and executive summary (if longer than 3 pages):

Financial implications of this paper:
None

<p>Actions required:</p> <p>The Board is asked to note the minutes of the HR Group meeting held on the 12th October 2015.</p>

Author: Rachel Coney

Title: Healthwatch Oxfordshire HR Group Meeting Minutes			
Venue: Whichford House		Date: 12/10/15	
Time: 14.00-16.00	Chair: Geraldine Shepherd (GS)		
Minute Taker: Rachel Coney (RC)			
Attendees: Eddie Duller (ED), Jane Manley (JM) and Caroline King (CK) Staff in attendance: Rachel Coney (RC)			
Apologies : None Declarations of Interest : GS is currently working for SCAS			
Agenda item	Notes		Action by
1	<p>The minutes of the meeting of 3/8/15 were read and agreed as a true record.</p> <p>Matters Arising:</p> <p>Item 2: GS is meeting team to discuss appraisal process and TOIL policy on November 30th.</p> <p>Item 5: A date needs to be set to consider JNP-s application to extend her term office. ED assured the meeting that JNP's application form would be returned very soon to RC as company secretary. CB will fix a date for this to be considered and discussed with JNP ion line with the procedure previously agreed.</p>		<p>GS</p> <p>CB/ED</p>
2	<p>Terms of reference</p> <p>Two changes were proposed by the meeting:</p> <ul style="list-style-type: none"> d) on page 2 be amended to read “ To develop a training needs analysis template and oversee its implementation and the delivery of subsequent training plans” An additional sentence to be added to the end of the document specifying when the TOR are due for review, and 		GS

	<p>this sentence to be repeated on the TOR for other sub groups.</p> <p>These were formally proposed by ED and seconded by JM.</p>	CB
3	<p>Funding situation and HR support</p> <p>RC reported to the group that in the light of information shared informally by OCC about their intention to reduce our funding as part of their overall savings package, the SP&F group were beginning work to identify:</p> <ul style="list-style-type: none"> • 3 options for coping with a 100k cut • 1 option for a 70k cut • 1 option for a 50k cut • 1 option for a 40k cut. <p>RC sought guidance on how best to involve staff in developing solutions in light of the fact that posts may be at risk.</p> <p>RC alerted the group to the fact that we now need to start work on mapping a timeline for managing redundancies, in case these prove necessary.</p> <p>The following actions were proposed by ED and seconded by CK:</p> <ul style="list-style-type: none"> • RC to ask staff for ideas and suggestions on organisational cost savings in their areas now • RC to invite staff to request any changes they might like to make to their terms and conditions that may reduce costs • RC and GS to work up a milestone plan for managing a redundancy process resulting in staff leaving the organisation at the end of March 2016, in case this is needed 	<p>RC</p> <p>RC/GS</p>
4	<p>Disciplinary Procedure</p> <p>GS reported that she believed this now just needed formal approval as all members of the group had emailed her to this effect. ED said that he still would like to make some further changes, and the document was therefore discussed again in detail.</p> <p>ED proposed that an extra paragraph be added setting out how the policy would be applied to the CEO, if needed. GS seconded and agreed to do this.</p> <p>ED proposed that the final sentence of the second paragraph should be deleted. JM seconded.</p> <p>ED proposed that the word “penalty” be replaced by the words “actions agreed” throughout. JM seconded.</p> <p>ED proposed that the first sentence of para on p3 beginning “in cases where fraudulent..” should be rewritten to say: “In cases where fraudulent or other serious criminal activity is suspected it will be thoroughly investigated and will be referred to the police when appropriate.” .CK seconded.</p>	GS

	<p>ED proposed that the word “only” be deleted from the first sentence of the second paragraph under the heading “Dismissal”, and that a note be added explaining why this referenced the Vice Chair and not the Chair. GS seconded.</p> <p>To separate policy from procedure, ED proposed that the document be re-ordered as follows:</p> <ul style="list-style-type: none"> • Introduction • Disciplinary Rules and Categories of Conduct • Conduct outside employment • Disciplinary Action • Suspension • Disciplinary investigations and hearings • Right to be accompanied • Overlapping disciplinary and grievance procedures • Outcome • Appeals procedure <p>JM seconded.</p> <p>Other changes suggested were not agreed.</p> <p>RC to ask CB to make these changes, with input of new material from GS. With these changes the Procedure will come to the full Board in November for adoption.</p>	<p>RC/CB/ GS</p>
<p>5</p>	<p>Grievance Procedure</p> <p>ED proposed the following changes to the draft provided:</p> <ul style="list-style-type: none"> • Replace “encourage” in first line with “provide a framework whereby” and delete “to” in the subsequent sentence. JM seconded. • Put whole document in first person. GS seconded. <p>JM proposed the following:</p> <ul style="list-style-type: none"> • Stage 1, para 1. Replace “a member” with “the Chair”. Add an additional clause to the end of the para reading “ by email to the HR Chair or by post to the Chair of the HR group c/o of the office , and marked confidential.” • Delete the box on p3 • Check consistency of additional note 3 with the existing whistleblowing policy • Make sure note 5 mirrors equivalent section in disciplinary procedure <p>GS seconded. CB to action all the above.</p>	<p>CB</p> <p>CB</p>
<p>6</p>	<p>Policies and procedures</p> <p>JM proposed that CB be asked to supply the members of the HR group with a list of existing policies and procedures and her view on</p>	

	any policies and procedures that are missing. This would enable the HR Subgroup to produce a prioritised programme for creating a complete and up to date set. GS seconded.	CB
7	<p>AOB CB to circulate dates of future meetings, synchronised with board meetings in public.</p> <p>RC to add a line to the director re-appointment process document setting out that a deadline for return of forms needs to be included.</p>	<p>CB</p> <p>CB</p>

These minutes are authenticated by the Chair of the meeting and are sufficient evidence of the proceedings.

Signed by: *G D Shepherd*

Chair of the Group

Date: 15.10.15