

Healthwatch Oxfordshire Board of Directors

Date of Meeting: May 26TH 2015

Paper No: 10

Title of Presentation: Minutes of HR Sub Group meeting of April 20th 2015

This paper is for

Discussion

Decision

Information

x

Purpose and Executive Summary (if paper longer than 3 pages):

Financial Implications of Paper:

Action Required:

To note the attached minutes, which were approved by email following the sub group meeting.

Author: Geraldine Shepherd

Healthwatch Oxfordshire

HR Sub Group

Minutes of meeting held on 20.4.15 in HWO Office, Whichford House

Members: Geraldine Shepherd (Chair), Eddie Duller, Jane Manley, Caroline King

Present: Geraldine Shepherd, Eddie Duller

Apologies: Jane Manley, Caroline King

Introductions:

Geraldine Shepherd - worked in Human Resources for 24 years within the NHS. During that time she covered all aspects of human resource management from recruitment including speciality staff, temporary resourcing, employee relations, policy development and implementation, negotiating with union representatives, strategy development, advising managers at all levels on the correct implementation of policy and legal requirements, developed and delivered training on all aspects of people management and managed and developed a team of 50 including 16 direct reports.

Eddie Duller - worked in journalism full time for 44 years and is still active in a consultative capacity. During this time he managed a team of 110 journalists and a marketing department and received training in recruitment, including policies and good practice in reviewing applications and shortlisting, interviewing and selection. He also dealt with industrial relations and negotiating with unions. He gained experience in managing people and also identifying training needs. And was deputy managing director of the company, which employed 285 people

Caroline King - involved in parish ministry working with a number of volunteers and managing teams covering different parish situations. She has also gained a lot of experience managing challenging people and situations

Jane Manley - has worked in the NHS for over 30 years and still maintains her registration as a nurse and health visitor. During her career, she has managed staff and provided mentoring and coaching for managers. She has been involved in policy groups and working with staff side representatives implementing Agenda for Change. She has also participated in investigations into serious events. She has a particular interest in clinical supervision and through mentoring and coaching supporting management and practice development.

Terms of reference of HR Subgroup:

To administer policies in relation to the management of staff and ensure that HWO operates in line with good HR practices. Policies will be developed and proposed by the sub-group working with the CEO and will be ratified by the Board.

Responsibilities of the sub-group will include:

- An annual remuneration review,
- Introduction, implementation and review of an appraisal process for all staff and Board members including CEO
- The identification of any training needs.
- Regular reviews of terms and conditions and HR policies to ensure they are compliant with legislation.
- The annual production of management data for the Board in relation to Human Resources such as number of starters, leavers, formal ER issues and sickness records.
- Overseeing recruitment of staff and board members

Revised terms & conditions:

The revised terms and conditions of employment were agreed together with a template letter for offers of employment. It was agreed that the job description would be sent out with the offer letter.

It had been agreed at the Board meeting on the 23 March 2015 that there would be 2% cost of living uplift for 2015/16. The next review would be considered in January 2016.

HR Priorities:

The priorities for the sub-group were discussed and the following was agreed -

- Produce a policy for the operation of Time off in lieu (TOIL)
- The development of an effective appraisal process, training & implementation
- Review and update of disciplinary policy
- Develop a separate grievance procedure
- Develop an employee handbook

No specific time limits were put against any item but it was agreed this was the order of importance with the first two being needed asap.

Future meetings:

Dates for future meetings were proposed, subject to change if these are not suitable for the two members not able to attend the meeting. It was considered that quarterly meetings would be appropriate, planned as two hour meetings starting at 2pm. It was recognised that it would be necessary to conduct business by email between meetings.

20 July 2015

19 October 2015

18 January 2016

18 April 2016

Date of next meeting:

20 July 2015 at 2pm, HWO office