

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: 22<sup>nd</sup> September 2015

Paper No: 8

Title of Presentation: Draft Minutes of the HR Group

This paper is for

Discussion

Decision

Information

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

Financial Implications of Paper:

None

Action Required:

The Board is asked to note the minutes of the HR Group meeting held on 3<sup>rd</sup> August 2015

Author: Carol Ball

<b>Title:</b> Draft HR Group Meeting Minutes			
<b>Venue:</b> Whichford House		<b>Date:</b> 03/8/15	
<b>Time:</b> 14.00-16.00	<b>Chair:</b> Geraldine Shepherd (GS)		
<b>Minute Taker:</b> Carol Ball (CB)			
<b>Attendees:</b> Eddie Duller (ED), Jane Manley (JM) and Caroline King (CK) <b>Staff in attendance:</b> Carol Ball (CB)			
<b>Apologies :</b>			
<b>Agenda item</b>	<b>Notes</b>		<b>Action by</b>
1	The minutes of the meeting of 22/6/15 were read and agreed as a true record.		
2	<p><b>Appraisal process</b></p> <p><b>Staff</b></p> <p>The appraisal process was discussed and it was agreed to amend the appraisal document slightly before introducing it to the staff. The process for appraisals was agreed as follows. Year 1 - appraisal meetings at months 3, 6 and 12 and then thereafter annually with a six month review. GS will attend a staff team meeting in late August to introduce both the appraisal process and the TOIL procedure.</p> <p><b>Directors</b></p> <p>It was agreed that Directors would have an appraisal in month 18 of their term of office. Discussion centred on the process of Director appraisals, ED asked that this item be deferred to a later date.</p>		GS  CB

3	<p><b>Review of job descriptions/title for the Community Involvement Officers and the Head of Projects</b></p> <p>The group requested that CM provide a draft of the amendments she was proposing and forward to GS. ED suggested that the Head of Projects job title is renamed Head of Community Involvement. CM to send comments on this proposal to GS.</p>	CM
4	<p><b>HR Priorities</b></p> <p><b>Disciplinary and Grievance Policy</b> It was agreed to separate out these policies and GS asked the group to forward any comments on these policies to her by the 31<sup>st</sup> August 2015. CB was asked to e-mail an electronic copy of the current policy to the group.</p> <p><b>Development of an Employee Handbook</b> It was agreed that this would evolve as the policies and procedures are updated by the HR Group.</p>	GS  CB
5	<p><b>Director Re-appointment Process</b></p> <p>GS updated the group on the two Directors whose terms of office end on the 1<sup>st</sup> November, their letters and form have been sent out. Once the form is received back ED will make contact with the Director to arrange for them to meet in accordance with the Director re-appointment process.</p> <p>It was agreed that following the meeting with the Director seeking reappointment the Chair will write to all the Directors eligible to vote in the re-appointment process recommending re-appointment or not, with a short note explaining the rationale behind the recommendation.</p>	
6	<p><b>Update on the Communications and Marketing Manager Post</b></p> <p>GS was pleased to announce that the chosen candidate had agreed a start date in August and ED advised the group on the skills of the new Communications and Marketing Manager.</p> <p>The Communication and Marketing Assistant will be leaving on the 26<sup>th</sup> August</p>	

7	<p><b>AOB</b></p> <p><b>Addition to standard terms and conditions of service</b> GS circulated the amended wording for the additional paragraph to be inserted into the employee terms and conditions document.</p> <p><b>Chair and Vice-Chair Workload</b> Ed informed the group that he will be meeting with the vice-chair in September to discuss how they will progress working together. He advised that he would like to withdraw from the HR Group, however, in his capacity as Chair he would like to receive the agenda for the meeting and may attend on occasion.</p> <p><b>When to represent yourself as a Director of Healthwatch Oxfordshire.</b></p> <p>A document has been circulated for comment on the question of when it is appropriate to represent yourself as a Director of Healthwatch Oxfordshire. Comments have been received and GS will amend and send to RC.</p> <p><b>Date of next meeting</b></p> <p>GS requested that this meeting be moved forward by one week to the 12<sup>th</sup> October between 2-3.30pm at Whichford House.</p>	<p><b>CB</b></p> <p><b>CB</b></p> <p><b>GS</b></p>
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