

Board Meeting

12/05/2022

on zoom

1. Welcome

Jon, Jean, Graham, Danielle, Jan, Tracy, Sue, Veronika

2. Apologies

Steph, Gabriel

Services updates:

3. Regulated Services

a) Danielle – verbal update, no report

- good hours; we're doing a double call (that shows)
- 537 hours in April
- staffing - more staff coming through, people also interested in working for us
- working out the new system and the glitches with the team
- the new system is settling in/it's coming together - more details shared
- payroll/finance training happening for Clare
- Jon will meet with Clare about the finances - and anyone to submit any questions around this before Tuesday
- Tracy wants it noted that she has used the new system correctly:)

i. Staff Meetings/communication channels with Board

- flatten communication to improve equity of access so that we communicate directly with everyone
- regulated services suggested that Sue and Tracy will have engagement type meetings in connection to issues that come up; engagement with staff should be part of what we do
- that will happen some of the Mondays
- we want to include everyone and it doesn't have to go through Danielle and Dawn - so that it is inclusive; and that we as Board lead on this
- Jon made a point about board being part of staff meetings and also so that we ensure two way flow
- we want to approach taking this forward cooperatively - looking at things together
- **practically (V to action): mailout from CivicCRM: get staff mailout sorted - we as a board manage that (Clare will also be able to navigate this) and all staff will be informed about this**
- **Danielle action: share staff emails to VS and VS to set up the mailout; Danielle to inform board about new starters and start meeting the Board; then keep that updated**
- induction is 3 hours and then there is 3 months process so we can make the meeting with board and learning about co-operation as part of that
- **Veronika to set up channel on slack for staff meetings/new starters so that we can share**
- discussion about the board role in staff meetings and how we'll take that forward
- we need to be clear about lines of communication - we can look at how all of the channels work

b) general other – Jean – reports attached

- 2 regulated services meetings - we started to look at sickness; looked at financial implication of working with/for council; unique working
- unvaccinated staff - we will have a policy that encourages but does not expect staff to be vaccinated; we look at infection control guidance and covid will be included; a brief discussion about this

4. Action Group summary/reports – Council referrals

- Jan has had a look at the figures
- the only questions is: can we choose who we take and how we grow it and we're not penalised for not taking on people? that is correct.

- in rural areas (Marsden, Meltham - £25/hours); we have to have a month's clear figures from month; we will do this, it's a matter of operationalising it - Danielle explained what we need to do practically; there has been support from the council
- it's outcomes based - person centred in the way so that the visits are done in a way that works for people

5. Investors Event – 14/05 – final preps etc

- dinner with Simon on Friday
- please don't forget 19th May online event
- Steph won't be around - who can help set up from 9am: Jan and Danielle
- Leona from 10am and other staff throughout the day
- coming together - food is ready, creative activities with Gill from Watershed, learning questions (creative engagement + evaluation)

Board members/associates

6. Minutes of last meeting – in next cloud: ok

7. Arising

- a) New system/changeover - we've covered that

8. Ongoing/new matters

- a) Engage Britain – opportunity
- us to follow up with Kiya who joined the consultation (V to do that)

b) Recruiting new Board members

- we don't have full numbers
- would be good to have someone additional who has community connections
- Jean Margetts would be a good contact - we can speak to her on Saturday
- Graham Turner was interested to join us

9. Business & Finance

- a) Finance Group update – Jon – KPI report (to follow); Budgets; replication.
- report is looking a lot more positive
- there have been positive changes
- a brief discussion about this

b) Standing Item – register of interest

- nothing to declare

10. Any other business

11. Date of next meeting: Thursday 16th June @ 7pm - I think 9th June

12. Next action group dates: 24th May, 13th June