

Action group 24/05/22

care coordinator recruitment/appointment

in office: Jean, Sue, Veronika; online: Steph, Graham

context

- Dawn is leaving, with one week's notice
- Tracy has offered to step in on as an 'acting' person so that we can make fair recruitment happen

options

- 1) permanently appointing
- 2) external ad/recruitment
- 3) temporary 3 months appointment (acting coordinator) that will allow for the role to be filled straightaway and then for us to do internal recruitment later

Third option agreed: temporary appointment meets the needs of the service and the co-op and enable fair and equitable recruitment for all staff members later.

follow up

- Jean to check with Amanda who has been an advisor to the board and is HR specialist

(later follow up from Jean: Amanda said it looks fine as long as we get the necessary references and DBS info. When we do the interview we need to have a fair scoring system. She is happy to help us with that.)

- we need to look at how it will work with a board member being a staff member being managed by the RM while the RM is also accountable to the Board
 - Veronika to share with Board a proposal for a new format for the board meetings that will enable wider staff participation anyhow + we have been looking at ways of getting a staff member on the board
 - we need to look at this with Danielle and Tracy to discuss what this means and what support might Danielle and Tracy need; Sue will discuss this when meeting Tracy and Danielle
- Jean to have a follow up call/exit interview chat with Dawn
- we want to look at the contract as the notice period for Dawn was really short