

ODAG report to Board

July 2023

Introduction

This report seeks to

- Update the Board on ODAG membership
- Update the Board around progress on Volunteer and Staff surveys
- Comment on and recommend acceptance Director 1-2-1 form
- Comment on proposed new Staff 1-2-1 form
- Recommend acceptance of Chair and Vice Chair job descriptions
- Recommend acceptance of Chair and Vice Chair remuneration
- Comment on and present the HR Headline report
- Comment on and recommend acceptance of new policies
- Comment on policies due for review under annual review cycle

ODAG membership

Following the resignation of Roger Sinden from the Board, Tracey Camps has been co-opted as Chair of ODAG, with Christine Hunter also representing the Board, and Sarah Jones and Zoe Skyrme representing staff. A further staff member will be approached and once in place Deryth Stevens will also join ODAG. Anne Oliver as BSM remains as facilitator and conduit between staff and Directors.

Volunteer and Staff surveys

The volunteer survey will be run during July, meeting the timetable recommended by previous ODAG meetings. A staff survey will also be run concurrently, in the light of the major changes that have taken place since the previous staff survey.

Results for both will be collated and considered at an extraordinary ODAG meeting in early August. Consideration of staff survey results will also take into account



comments from management team and all team meetings due to be held in July on the Ideas contained in the Sarah Pryce report.

Director and Staff 1-2-1 forms

The Director 1-2-1 form is presented for approval by the Board. The group noted this is the first time such a form has been used and should be reviewed as and when appropriate.

A new Staff 1-2-1 form that is more dynamic and reflective of the need to align to the Work Plan objectives is still under review and will be considered again by ODAG in August.

Chair and Vice Chair job descriptions and remuneration

The Job Descriptions and remunerations contained within are presented to the Board for ratification. It is noted that a minor change has been made to both JDs reflecting the change from CCG to ICP. A recommendation for the Chair to receive an additional one-off allowance to reflect the temporary change of role during CEO absence will be made in part 2 of the meeting. This will be in line with the Additional payments policy and not representative of an actual CEO salary.

HR Headline Report

This is presented with minor amendments for the Board's consideration. Further plans include a Sickness Absence Management Policy and Exit Interview report to be discussed in more detail at the October ODAG meeting.

New Policies

The Environmental Policy is presented to Board for approval, with minor changes as suggested by ODAG. There is a recommendation for an Action Plan with regular reviews be added to the EDI Statement which will be presented at October Board. ODAG also recommends that a Director and volunteer are included on each working group.

Policies due for review

ODAG have no additional comments to the policies that are due for review and recommend they be renewed without change/as per amends already shown.

