ODAG report to Board

April 2023

Introduction

This report seeks to

- Update the Board around actions/recommendations following the Staff Survey update to ODAG
- Comment on and recommend acceptance of the Additional Payments Procedure
- Comment on and present the Quality Framework Action Plan update
- Comment on and present the HR Headline report
- Recommend changes to the Mentor documentation
- Comment on policies due for review under annual review cycle

Staff survey update

An update was presented by the management team and noted. While acknowledging the value of the work by the external facilitator, it is important not to lose sight of the need for effective 1-2-1s aligned to appraisals and the Business Plan. ODAG plan to run a workshop for Board members and the management team prior to a presentation at the May Team meeting.

Additional Payments Procedure

This is presented with a minor amendment to the maximum honorarium payment and is recommended for acceptance by the Board.

Quality Framework Action Plan update

This is presented to the Board for consideration. It is an update on items within the Quality Framework that were rag rated amber or red at the start of the current financial year. It was noted that the new rag ratings have not been agreed by all team members and for an effective update, time should be allowed for staff, Directors and volunteers to comment where appropriate. The Board are requested to confirm priority for this, given current circumstances.

HR Headline Report

This is presented with minor amendments for the Board's consideration. It is noted that sickness absence remains low and that mandatory training has been prioritised for the new staff taking on during the reporting period.

Mentor Documentation

Recommended changes are set out in a separate paper.

Policies due for review

ODAG have no additional comments to the policies that are due for review and recommend they be renewed without change.

Additional items

An extraordinary meeting is due to be held on 13th April to consider:

- Anonymisation process for CEO application forms (topped and tailed)
- Review interview questions for CEO to remove multi-stranded questions
- KMVP/KPJ – availability of Board for decisions and oversight (DS to provide short paper)
- Pay banding for managers (TC to provide short paper)