

ODAG report to Board

November 2023

Introduction

This report seeks to

- Update the Board on new membership and Terms of Reference (ToR)
- Update the Board on staff issues/action plan
- Present the HR Headline report
- Comment on policies due for review under annual review cycle

New membership / Terms of Reference

There are now 3 Directors and 3 staff members on the group, current membership being Tracey Camps, Deryth Stevens, Christine Hunter, Sarah Jones, Jenny Salmon and Robert O'Leary. The BSM continues to facilitate the group.

It was agreed that that the ToR – see appendix 1 – and name of the group would be put into the 2024/25 workplan for review in January.

Staff issues/action plan

A staff survey was undertaken in July and discussed at a special meeting in August. Staff have since expressed views directly and an open discussion ensued. Actions remain ongoing and the group have agreed to meet more frequently in the future with the next meeting to be set following this Board meeting.

HR Headline report

This is presented without comment.



Appendix 1 – Current Terms of Reference

Organisational Development Advisory Group

Objectives

To seek to explore, through a range of methods, the effectiveness of Healthwatch Cornwall in leading, developing and managing its staff and volunteers.

To advise the Board of Healthwatch Cornwall on the degree to which effective people management and development processes are deployed highlighting where possible improvements might be made.

To explore the effectiveness of the processes relating to Recognition and Reward within the organisation.

To undertake any commissioned activity in relation to the review of individual Terms and Conditions.

Membership

The Membership of the group will be flexible and variable according to the commissioned task but will always include one Director and a representative of the staff and volunteer teams. It may be appropriate to include an individual with Human Resource experience for a specific project.

The group is advisory only and has no executive powers.

Meetings will be arranged as required to meet the requirements of the work programme but as a minimum will meet three times a year.

