

## **GPG Meeting Report – 14<sup>th</sup> January 2025**

### **Attendees and Apologies**

The meeting was chaired by Ann Green

Apologies received from Chris Palmer and Johnny Hebron.

In attendance were Ann Green, Jonathan Jelley (Acting Chair), Frances Dewhurst, Jess Slater, and Carole Rose, with Nicki Mawby (HR Your Business Matters) attending specifically for the policy discussion.

### **Policy Review Process**

Ann provided an overview of the current policy review process, highlighting Nicki's preference for an annual review of all HR policies. Carole confirmed that there are currently 37 policies in place. It was agreed that all policies must comply with legislative requirements, with updates made by Nicki annually and any changes reported to the Board. Policies should also mitigate organisational risk and may be reviewed and merged where feasible under Nicki's supervision.

Non-HR-related operational policies can be updated by Jess and Carole when necessary, with updates reported to the Board. Nicki will conduct an annual review of all policies, bringing only those with changes to the Board's attention. To ensure accountability, a notation with the review date and reviewer's name will be added to each policy. Ann will inform the Board about the new policy review arrangement.

### **Staff Updates and Structure**

Jess provided updates regarding staffing and organisational structure. The Partnership Board Assistant role remains vacant despite ongoing recruitment efforts, and the advert will be extended with alternative options discussed if recruitment remains unsuccessful. Both members of the Information and Signposting team will leave at the end of January, but continuity is assured as an experienced staff member transitions into the role.

A new Engagement Officer began on January 7, covering the South Cambs area, and a new Head of Communications & Impact will start on January 27. GPG expressed support for the CEO and the organisational structure. (Please see organisation chart)

### **Finance Updates**

It was reported that the new finance format, including A3 printed copies for NEDs, is effective and will continue. Reserves stand at £229k, providing 4 months of contingency. The forecasted approximate £20k year-end surplus will be allocated to marketing initiatives aligned with the new strategy, potentially including parish magazines and radio advertising. The incoming Head of Communications & Impact will provide input on the budget.

Jess will present a draft budget at the January 29 Board meeting, including separate lines for additional National Insurance expenditure, with a more detailed budget to follow in March, where summit overheads will have their own expenditure line. A review of areas where budgets were exceeded will be address in the new budget.

Regarding investment bonds, two bonds are maturing soon. GPG agreed that the 15-month bond option from United Trust is the most suitable. The transfer of funds to the new bond will be arranged.

### **Risk Register**

The Risk Register was reviewed, with one area flagged as orange due to a delay in completing the cybersecurity webinar for staff, which is expected to be ready within the next month. It was agreed to update the first line of the Risk Register to reflect this as an IT-related risk rather than Safeguarding.