

GPG notes from 11th September 2024 - Zoom - 10.30am

Meeting Minutes Summary

Chair: Ann Green

Apologies: Johnny Hebron

Attendees:

- Stewart Francis
- Jess Slater
- Ann Green
- Frances Dewhurst
- Chris Palmer
- Carole Rose

Minutes Approval:

The minutes of the previous GPG meeting, along with the updated action points, were confirmed as a true and accurate record.

HR Update

Jess Slater provided an update on the evolving staff structure, which has been revised since the development session on 17th July 2024 and a subsequent organisational review.

The initial structure proposed the recruitment of a Business Development Manager. However, after assessing the financial implications, it was determined that this position was not justified as project funding would only cover the salary, and hiring additional project managers would place an undue burden on management time and resources. The organisation can manage smaller projects valued at £20-40k per annum within its current capacity.

As part of the restructuring, two Project Managers will be made redundant at the end of the financial year as their projects come to a conclusion.

The GPG expressed its support for the CEO's proposal and agreed to proceed with this course of action.

Finance

The GPG reviewed the financial reports presented in a new format, which was widely regarded as more transparent and informative.

Staff salaries were also discussed, with Jess proposing that no salary increases should occur this year. Over the past two years, there have been salary increases of 5% alongside efforts to align salaries with industry benchmarks. The focus for the next 12 months will be on ensuring the organisation's financial sustainability, and salaries will be reviewed again in April 2025.

Action: Ensure that financial reports are distributed to all Non-Executive Directors (NEDs) in A3 format before each board meeting to improve readability.

Risk Register

The Risk Register has been reviewed and will be presented to the Board every six months. IT and cyber security will be added as a new risk category.

Policies

Seven policies were submitted for review by the GPG following an assessment by the new HR representative from HR Your Business Matters.

It was noted that the number of policies was excessive for a single review, and they will therefore be categorised and prioritised for discussion at future meetings. The HR representative will attend meetings as needed to clarify changes.

The updated annual leave and Time Off in Lieu (TOIL) policy will take effect from 1st November 2024.

It was also proposed that staff undertake IT security training.

Action: Carole Rose to contact the IT service provider to explore the possibility of arranging security training for staff.

Meeting concluded: 11:55 AM