

Meeting 15 February 2024

Present: Sarah McCaffery, Mandy Brougham, Rachael Graham Absent: Graham Leach

Agenda took the form of the Operating Statement.

LM1- Clarify roles and responsibilities of trustees and managers, linked to Statgeic Plan (3 year) and Operating Statement (annual) : Nothing to report. This is something which is just being established.

LM2 – Produce system which avoid / mitigate circumstances which could prejudice the achievement of strategic objectives : Discussion of the drafted **Risk Register**. Adaptations made – **see attached doc**. Area to note related to HR and policies (RR item 8) – the ongoing employment tribunal (RR item 7) has identified a significant risk due to inadequate governing documents.

Action: Add discussion of call out procedure and Trustee support to the Agenda of the next full Trustee meeting

LM3- Update policies including Governance documents: Opportunity to have these reviewed by HR provider for what seems like a reasonable cost – recommend that this be supported to secure future mitigation. Asking HR company to defer payment to support current financial situation. Once these are in place we should validate and update current core purpose documentation in line with Charity Commission guidance.

Action: Treasurer to approve proposal for HR to update policies.

LM4 – Ensure there is ongoing support and monitoring of Management Performance: SMC is co-ordinating the reissue of staff contracts and these will be reviewed as part of one to one / PM process with all staff members.

Action: MB to set dates for one to ones with CMs in coming months – should there be another Trustee in these meetings?

LM5 – Ensure there is ongoing Buildings maintenance and funding: this is ongoing in line with discussions relating to the lease with WCC. Need to collate surveys and docs for next meeting in March.

LM6- Review staff well-being / workloads: to be discussed as part of one to one / PM discussions / reviews.

LM7 – Ensure that staff, trustees and volunteers are adequately prepared for and supported in their roles: to some extent policies that will comprise of a Staff Handbook (see LM4 above) will serve as a gap analysis. We do nevertheless need to agree a formal and accessible Induction process for all the aforementioned roles. Following this we then need to have regular training events.

Action: review HR policies first and then use this committee to identify gaps and needs going forwards. Aim to have clear plan in place within the year – deadline April 2025!

LM8 – Investigate opportunities to work with projected new Kenilworth Community Centre: Begin discussions with KTC around this – via observers attending full trustee meetings.

LM9 – Ensure stakeholder needs are met in a timely manner through incorporating deadlines in operating statements: Not discussed. Item for next committee meeting to clarify how comms are managed and how they align to operating statements.