

# S9 Staff Meetings

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	✓	✓	✓	✓	✓	✓

# Policy

To ensure effective communication throughout the organisation.

## Procedure

1. Staff meetings should be held at least bi-monthly or in line with the procedure as below.

### **OA Residential only** – to follow:

- Managers- **Monthly**, and or twice weekly catch ups (team meetings)
- Supervisors- **Bi-Monthly** – can also attend full staff meetings.
- Full staff meetings- **Minimum of three a year**
- Night staff meetings – **Quarterly** - can also attend full staff meetings.
- Domestic and Cooks- **Twice Yearly** – can also attend full staff meetings.

### **Extra Care only** – to follow:

- Manager - **Monthly** (face to face or Teams).
- Supervisors - **Weekly** (Teams), **Monthly** (face to face).
- Seniors - **Quarterly** (with Manager and Supervisors, plus local meetings with Supervisor).
- Full staff meeting - **Minimum of three a year.**

2. Staff meetings should be diarised for the year.
3. All staff should attend staff meetings where possible.
4. If you are unable to attend staff meetings, you must discuss this with your line manager.
5. The manager / supervisor should make the agenda available to all staff prior to the meeting. All staff should be able to have input to the agenda. The agenda must be kept and attached to the minutes of the meeting.

## Minutes of the meeting

1. Accurate minutes of the meeting should be kept and should include standing items as follows:
  - Record of attendance
  - Apologies
  - Minutes of last meeting and matters arising
  - Health and Safety
  - Positive attendance
  - Trade Union Updates
  - Lessons Learnt
  - AOB – May include Policies and Procedures
  - Date and location of next meeting

2. Anything else service specific can be added into the agenda.
3. All staff have a responsibility to read the staff meeting minutes and to discuss any issues arising from these with their line manager.
4. Minutes should be kept available for inspection purposes in accordance with the corporate records retention procedure.