

Hub Board Meeting 8th November 2022:

Addressing issues on staff retention

Present: Dave Morris, Joan Curtis, Sandra Sutherland, David Selby on MS teams.

Apologies: Nefertiti

The process: Working group formed and we are now considering our options.

A survey has been conducted.

Option 1. A pay rise? 1% = £1000 per year for all staff.

We have agreed an allocated 10 hours at the weekends.

We have to pay for 160 hours per week.

Finalise Albertina's contract.

We decided to raise wages by 5%. We need to generate income from other sources.

We review in 3 months.

Option 2 Reduce office staff to 2 paid staff for longer hours. ATEC to be retained.

General manager role, invoicing, liaise with ATEC and co-ordinating things therefore incorporate Valerie's role.

We agreed with 1 abstention to reduce staff to 2.

Option 3 Create a new Hub coordinator role.

We agreed to Create a new Hub Co-ordinator.

Option 4. Re-allocate some HR tasks to a paid staff. Appraisals, managing IT for new staff etc.

Contracts. Look through HR tasks and pay someone when necessary. An HR panel.

All agreed to re-allocate HR tasks.

Option 5. Agreed as part of option 4.

Option 12 Fundraising drive

We agreed to option 12. Joan to stay in full time un paid work.

Option 7

We agreed to option 7 in principle. Staff to bring to staff meetings.

Option 8

Clear Strategic plan. David offered to draw up a Vision Statement on operational purpose.

David to initiate an A synchronous workshop.

Option 9 We agreed in principle. Support staff meetings and vice versa.

Option 10. We agreed to raise prices while retaining affordable options.

Option 11. Delegated to staff.

Option 12.

Option 13 Skilled volunteers to help in office. We have had offers. Induction and training done.

Option 14 Staff included at interviews given we have a thorough recruitment process. We agreed to offer staff the chance to attend.

Option 15 We agreed In principle.

Option 16 We agreed to continue.

Option 17 Agreed

Option 18 Prioritise recruitment of volunteers who are already able. Needs further discussion.

Option 19 Agreed.

Option 21. Agreed to discuss at a later date.

Option 20 Agreed

Option 6 Agreed to defer. How can people feedback.

AOB Albertina is freelance. 15 hours last week. Sandra to discuss and co-ordinate.

We agreed to find another signatory for cheques.

We elected Ruth as Vice Chair.