

Hub board meeting – 6th December 2022

Present: Ruth Keeling (vice chair), David Selby (Treasurer), Sandra Sutherland (personnel), Carola (staff rep)

Apologies/absent: Yvonne Richardson, Sue Jameson, Dave Morris, Nerfertiti Marriot, Carl James

Agenda

The meeting focused mostly on progressing the 6 most urgent tasks (1 to 6 below) identified by the working group in October and approved by November's board meeting.

1. Pay rise
2. Job descriptions for 2 x office roles
3. Hub coordinator role
4. Delegating some HR tasks to staff
5. Staff appraisals
6. Building a fundraising team
7. Christmas closures
8. Change of board meeting day from Tuesdays

Pay rise

- Increase of 5% for all staff to £13 per hour
- Came into force from 1st December

Job descriptions for 2 x office roles

- Carola is drafting these two job roles which combine the previous 3 x part time office roles into 2
- Finance tasks, including those previously done by Valerie, are being split between contractor Atek and the new 2 x office roles

Actions

- Carola to share with David for him to check that finance elements are correct
- Carola to share with Sandra to make sure HR elements are right
- Carola to complete so they can be approved at January board meeting so we can advertise vacant role externally in January
- Will be advertised in the usual places – Bridge, local groups, local mutual aid societies

Hub coordinator role

- Ruth drafting this role description so it can be advertised to existing staff
- Janice has raised a concern about overlap with café managers re responsibilities for rotas

Actions

- Ruth to review role description in light of Janice's feedback
- Ruth to reshare role for approval
- Board to sign off description between meetings
- Advertise internally in December
- If no existing staff interested, add role to vacant office role being advertised in January

Delegating some HR tasks to staff

- Sandra has been drafting a list of HR tasks carried out by board members so we can identify which could be delegated elsewhere to spread load

Actions

- Sandara and Carola to compare JDs and the list of HR tasks to see where there are overlaps & ID what could sit with board and what could sit with a member of staff
- Ask staff and board for views on whether that is the right breakdown
- Once agreed, put into place

Staff appraisals

- Ruth has drafted a suggested process for staff appraisals

Actions

- Ruth to share draft process with board and staff for views
- Get signed off at Jan 6th board meeting
- Start appraisals in January 2023

Fundraising

- The board agreed the [job ad for new board members](#)

Actions

- Carola to put job ad for board member on website so we can start recruiting
- Carola to include fundraising in 1 x office role description

Christmas closures

- Board agree the Christmas closures as set out in Carola's email 30/11/22
 - Closed: 24/25*/26December and 1 January
 - *Joan and volunteers opening on 25th
 - Nb staff get paid for 25 Dec and 1 Jan and staff working on Saturdays happy to take holidays

Board meeting day

- Due to caring responsibilities, it is impossible for Treasurer David Selby to attend board meetings in person on a Tuesday
- A poll to find a new day has been completed by 3 people: Monday and Wednesday are currently alternatives which work for everyone who has responded

Action

- Ruth to reshare poll and give a deadline for final views
- Day to change from January meeting onwards; board members will be notified