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1. Purpose

- 1.1. These procedures describe the minimum standards expected for all levels of team and staff meetings in longer term care.
- 1.2. The purpose of staff and team meetings are:
 - To provide information regarding changes and developments within Community Services and especially older peoples' services and longer term care initiatives
 - Ensure that staff are kept updated regarding changes to policies and procedures and legislation
 - To monitor practice issues and seek solutions to problems
 - Share good practice and new ideas and suggestions
 - Monitor Health and Safety matters
 - Discuss resource and finance matters
- 1.3. Staff and Team meetings are deemed the appropriate place for discussing these issues as decisions and actions are minuted and can be followed through and monitored.

2. Applicability

- 2.1. All staff working in care homes and day centres for older people

3. Roles and Responsibilities

- 3.1. The **Service Manager for Longer Term Care** has overall responsibility for ensuring that the procedures are reviewed and updated in accordance with the review schedule
- 3.2. **Care Home Unit Managers and Day Centre Organisers** are responsible for ensuring that meetings are managed in accordance with the procedures and that staff attend meetings as required.
- 3.3. All staff are responsible for familiarising themselves with, and ensuring that they comply with the procedures, including attending the minimum number of meetings as described below

4. Principles and Standards

- 4.1. Attendance at staff meetings is considered an important part of West Berkshire Council's performance management procedures for all staff
- 4.2. Staff meetings provide the opportunity for staff to contribute positively to the day to day running of the home / day centre and longer term care in general
- 4.3. All staff are expected to attend as many staff and team meetings as possible but must attend a minimum of four meetings per year
- 4.4. All staff are expected to contribute to the agenda for staff meetings and to include any concerns and ideas they wish to discuss
- 4.5. Where staff attend a meeting in their own time they will be given time off in lieu or may be paid. The Manager / Organiser is responsible for managing this to best meet the running of the home / centre

- 4.6. Other staff including reablement and therapy staff working within Walnut Close Resource Centre and staff from other services at Greenfield House are expected to participate in meetings where appropriate

5. Types of meetings and minimum frequency

- 5.1. Home Manager meetings – held monthly except December. Minimum number per year = 10. Chaired by Service Manager or nominated ‘stand-in’
- 5.2. Health and Safety meetings – held every two months. Minimum number per year = 5. Chaired by Service Manager. These meetings also include day services for people learning disabilities and physical disabilities
- 5.3. Day Centre Organisers meetings – held every two months. Minimum number per year = 5. Chaired by Service Manager or nominated ‘stand-in’
- 5.4. Management team meetings in care homes – monthly. Minimum number per year = 10. Chaired by Unit Manager or Assistant Unit Manager
- 5.5. Full staff meetings in care homes and day centres (to include staff at all levels) – every quarter. Minimum number per year = 3. Chaired by Unit Manager / Organiser or nominated member of management team
- 5.6. Day care staff meetings in care homes – quarterly. Minimum number per year = 4. Chaired by Unit Manager or nominated senior
- 5.7. Night care staff meetings in care homes – quarterly. Minimum number per year = 4. Chaired by Unit Manager or nominated senior
- 5.8. Other – for example in Walnut Close Resource Centre and Greenfield House. Frequency agreed locally
- 5.9. Where meetings above are held on the same frequency meetings can be held in two parts e.g. a full staff meeting followed by a day care staff meeting.
- 5.10. All members of the management team are expected to attend full staff meetings in care homes as well as attending management team meetings

6. Planning meetings

- 6.1. The Service Manager for Longer Term Care will produce a yearly schedule of meetings chaired by the Service Manager in January of each year for the coming year, and circulate to relevant participants
- 6.2. Wherever possible, Care Home Managers and Day Centre Organisers, should also produce a yearly schedule of meetings so that staff can plan ahead
- 6.3. Other meetings will be planned and agreed with attendees
- 6.4. Meeting dates cannot always be achieved due to unforeseen circumstances but a cancelled meeting should be rearranged at the earliest opportunity

7. Agendas

- 7.1. An agenda should be prepared in advance and made available to staff via normal communication methods (e-mail, notice board, pigeon holes, message book etc)

- 7.2. All staff must be provided with the opportunity to contribute items on the agenda for discussion and should be prepared to talk to the item at the meeting
- 7.3. At the start of the meeting the agenda should be prioritised and any non-urgent items moved forward to the next meeting if there is insufficient time to discuss all items
- 7.4. The agenda should cover the following areas as appropriate:
 - Matters arising from previous minutes (this is a requirement)
 - Cascading of corporate and / or service specific matters
 - H&S issues
 - Budgetary / finance matters
 - Service users
 - Building related issues
 - Staffing matters
 - Training / staff development
 - Policies and procedures – updates / new policies etc

8. Minutes

- 8.1. All meetings must be minuted and written up. The person chairing the meetings is responsible for ensuring this happens
- 8.2. The names of all attendees must be listed on the minutes – not just the number of attendees. The names of all staff giving their apologies must also be recorded on the minutes
- 8.3. Minutes do not need to be a full account of discussions – a summary of the discussions is sufficient
- 8.4. Actions agreed **must** be minuted with the name of the person responsible for dealing with the action and a timescale (where appropriate)
- 8.5. Minutes should normally be written up and be available within 10 working days of the meeting
- 8.6. All relevant staff must have access to a copy of the minutes and should be agreed by the participants
- 8.7. The minutes of the previous meeting must be referred to at each meeting to ensure that actions previously agreed have been completed or carried forward. This must be recorded under 'Matters Arising' in the minutes

9. Procedures

- 9.1. The person responsible for organising the meetings must ensure that staff are given sufficient notice to enable as many people as possible to attend
- 9.2. Agreement will be made on the day regarding the core staff who will not attend the meeting and be available to support service users
- 9.3. Meetings should be held in a room / area that ensures minimum disruption to the meeting
- 9.4. Meetings should start promptly and latecomers are expected to 'catch up'

- 9.5. Staff who are unable to attend a meeting are required to give their apologies to the relevant manager / organiser and the reason why they are unable to attend

10. Monitoring Attendance

- 10.1. The manager / organiser responsible for chairing meetings must have in place a system for monitoring attendance to ensure that staff attend the minimum number of meetings during a calendar year
- 10.2. Attendance should be reviewed every quarter to identify staff who are not attending meetings so that action can be taken to remedy the matter
- 10.3. Consistent non-attendance at meetings should be discussed with staff during supervision and a record of the discussion and agreed actions made. The supervisor and supervisee will agree which meetings the member of staff will attend during the remainder of the year
- 10.4. Supervisors should raise any concerns they have regarding staff attendance at meetings with their manager at the earliest opportunity (e.g. where a member of staff is refusing to attend a meeting without good reason)

11. Documentation

- 11.1. There is no standard format for agendas or minutes