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Business Admin Review Project Board Action Note

Tuesday 7th January 2020

Note the meeting scheduled for 17th December 2019 was cancelled due to lack of attendance.

Attendance:	
Susan Thomson	Project Manager (Chair)
Alison Eccles	Head of Business Development
Isla Hyslop	Head of OD
Christina Heuston	Head of HR
Stephen McCann	Unison
Anne Mitchell	Head of Older People/Primary Care
Gary Dover	ACO - Primary Care
Katrina Philips	Head of Adults Services
Annie Hair	Unite
Apologies:	
Marjorie Gaughan	Unison
Mudassar Sha-Mashwani	Unison
Karen Dyball	Head of Children's Services
Geraldine Agbor	GMB
Mike Landale	GMB
Anne McDaid	RCN SPF Secretary
Mags McCarthy	Staff Side
Chris Sermanni	Unison
Michelle McBride	Staff side
Mary Anne Finn	Staff side

ACTION NOTE:

Due to unavailability of Staff Side Representation a formal meeting was not held. All attendees were provided with an update on actions – see below.

Item	Topic	Action	Actioned by
1	Project Documentation	<ul style="list-style-type: none">PID/TOR are tabled at the SPF on 27th January and Susan will attend to provide an update on progress to date.	Susan
2	Project Progress Update	<ul style="list-style-type: none">Scoping exercise in final stages and various meetings arranged for January should enable this work to be completed.Brief overview provided of<ul style="list-style-type: none">- Structure charts- Resource information i.e. service, locations, admin resource,	Susan

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		<p>management arrangements and tasks.</p> <ul style="list-style-type: none"> • Comms – advised that stats now available and colleagues have been accessing the information and submitting questions. Details all updated on the webpage and responses agreed in Partnership. • Fix Term/Temp posts – information gather and discussion required with HR to progress. • General discussion on next stage was held and agreed this needs to be explored at the next PB meeting to determine what consultation workshops required/ agenda • Job descriptions – agreed these should be gathered to confirm the numbers and any differences 	<p>Susan/Christina</p> <p>Susan</p>
3	Project Board Development session	<ul style="list-style-type: none"> • Meeting invite issued for Friday 31st January but to date limited attendance. This will be reviewed as it might need to be cancelled 	<p>Susan/Carrie Fivey</p>
4.	AOCB	<ul style="list-style-type: none"> • None 	
5.	Date of next meeting	Tuesday 4 th February 2020 at 2pm	