

General Purposes Group Report

Purpose

1. This report updates the Board on the activities of the General Purposes Group. The group last met virtually in June 2021.

Key issues

2. The group received an update on staff sickness levels (see Appendix 1). It is pleasing to see that the sickness rate is low and stable.
3. The budget position for the end of May 2021 (see Appendix 2) was presented to the group and discussed. Expenditure and income are as expected at this point in the year.
4. The group has reviewed the risk register and is assured that risks are identified, mitigated and appropriately scored. The register will be presented to the Board at its September meeting.
5. The group also considered these policies and recommends them to the Board for approval:
 - Health and wellbeing
 - Time off in lieu
 - Recruitment
 - Annual leave
6. A new Code of Conduct policy is being drafted and the group has agreed to review the policy list, as this is growing and it may be that some policies could be considered as processes and procedures.
7. Three of the four Directors on this group, including the Chair, end their terms of office in September. Two Directors have indicated attendance at the October meeting. The group is planning to meet face to face in August.

Action required by the Board

7. The Board is asked to:
 - Note the financial position at the end of May 2021
 - Approve the four policies listed.

Authors

Nik Patten, Director

Sandie Smith, CEO

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