

Staff Meetings Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

This policy applies to all staff, including temporary workers, and is guided by relevant legislation and regulations in Northern Ireland.

Statement

Clinical24 Staffing Limited recognizes the importance of effective communication and collaboration among staff. The Staff Meetings Policy aims to promote regular staff meetings to facilitate information sharing, updates, and discussion of relevant topics.

Procedure and Guidance

Objectives of Staff Meetings

- To provide a forum for the exchange of information and updates related to the organization, departmental activities, and individual roles and responsibilities.
- To facilitate open and transparent communication between management and staff.
- To foster teamwork, collaboration, and problem-solving through group discussions.
- To ensure that staff have a platform to provide feedback, ask questions, and raise any concerns.

Frequency and Scheduling

- Staff meetings will be held weekly or as deemed necessary by management. The frequency may vary depending on the operational needs of the organization.
- The date, time, and location of staff meetings will be communicated to staff in advance, and every effort will be made to accommodate the availability of all participants.
- In case of any changes to the scheduled meeting, advanced notice will be provided to all staff affected.

Attendance and Participation

- All staff are expected to attend staff meetings unless they have a valid reason for absence. In such cases, staff should inform their Line Manager or Supervisor in advance.
- Staff are encouraged to actively participate in staff meetings by sharing relevant information, contributing ideas, and engaging in discussion on the agenda topics.
- Managers and Supervisors should lead by example and facilitate a respectful and inclusive environment that encourages participation from all staff.

Agenda Preparation

- The meeting agenda will be developed by the Line Manager or Supervisor in consultation with relevant stakeholders. It should include items such as organizational updates, departmental updates, upcoming events, policy changes, training opportunities, and any other matters of interest or importance.
- Staff are encouraged to submit agenda items or suggestions in advance to the Line Manager or Supervisor for consideration.

Conduct and Expectations

- Staff meetings are professional gatherings, and all participants are expected to conduct themselves in a respectful and courteous manner.
- Staff should actively listen to others, allow others to express their views, and avoid interrupting or talking over others.
- Confidential information discussed during staff meetings should not be shared outside the meeting unless authorized to do so.
- Staff should come prepared for staff meetings by reviewing the agenda, bringing relevant materials, and being ready to contribute constructively to the discussion.


Meeting Minutes

- Meeting minutes will be taken during staff meetings to capture key discussion points, decisions, and action items.
- The minutes will be prepared by the designated note-taker and distributed to all participants within a reasonable timeframe after the meeting.
- The minutes will serve as a record of the meeting and will be stored in a secure and accessible location for reference and future follow-up.

Review and Compliance

- This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and regulations in Northern Ireland.
- Non-compliance with this policy may result in appropriate disciplinary action, up to and including termination of employment.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025