

OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services
✓	✓	✓	✓	✓	✓

S9 STAFF MEETINGS

POLICY

To ensure effective communication throughout the organisation.

PROCEDURE

1. Staff meetings should be held at least bi-monthly.
2. Staff meetings should be diarised for the year.
3. All staff should attend staff meetings where possible.
4. If you are unable to attend staff meetings you must discuss this with your line manager.
5. The manager / supervisor should make the agenda available to all staff prior to the meeting. All staff should be able to have input to the agenda. The agenda must be kept and attached to the minutes of the meeting.

Minutes of the meeting

1. Accurate minutes of the meeting should be kept and should include:
 - Record of attendance
 - Apologies
 - Minutes of last meeting and matters arising
 - Agenda items
 - Health and Safety
 - Positive attendance
 - Union business
 - Policy and procedure up dates
 - AOB
 - Date and location of next meeting
2. All staff have a responsibility to read the staff meeting minutes and to discuss any issues arising from these with their line manager.
3. Minutes should be kept available for inspection purposes for 5 years.

Date	17/12/09							Issue date
Amendment	1							01/11//04 P&P