

	<p>GM Dental project: 30 experiences of dentistry in Bury over last 2 years gathered and forwarded. Main experience was difficulty in getting an NHS dentist.</p> <p>SJH Tenants Meeting - Adam and Ruth attending today.</p> <p>The board proposed a phased return for HWB staff to the office and a weekly presence - open air with the public (e.g. Bury Market)</p>	<p>newsletter and on the website inviting comments.</p> <p>Tan to share the dental information that ADAB has gathered</p> <p>Return to office Agenda item for next meeting.</p> <p>Adam to present a draft phased return plan to the Board members by end of next week.</p>	<p>22nd April</p> <p>15th May</p>
<p>6.</p>	<p>Board activities and recruitment – ‘Needs assessment for new board members’ circulated prior to meeting.</p> <p>Board recruitment will be arranged once staff recruitment is completed.</p>	<p>Adam to arrange sub group meeting</p>	
<p>7.</p>	<p>Staff recruitment – ‘Plans for workforce roles this year’ & ‘Engagement Officer job description’ documents circulated prior to meeting. Recruitment was to commence at the beginning of the financial year. Advertise position by end of April 21 (for 2 weeks). Arrange interviews for mid-May. Aiming for in post end of June.</p> <p>All staff roles and specifications are to be kept under regular review by the COO with any proposed changes brought back to the Board.</p>	<p>Recruitment task group to be established Adam to circulate a proposal to the recruitment group at first meeting</p>	<p>Advertise: 30th April</p> <p>Interviews: 17th May</p> <p>Decision: 30th June</p>

	Review current part-time engagement officer role, responsibilities and pay.		
8.	<p>Banking update - Survey monkey tool - can't renew subscription. Need a bank card. Alan to review financial policy and make any amendments to Scheme of delegations and recirculate to board. Board agreed this and for a card to be in the name of the COO.</p>	Andrea to send information to Alan	Fri 9 th April
9.	<p>Items requiring sign-off/confirmation – IT comparison between Hands On and current provider, Myson circulated prior to meeting. Decision on the IT provision to be made. Negotiate good terms with current or new contractors. Steve reminded the Board that 3 quotations were agreed as preferable and supplied another Bury based company for a quotation (Support IT)</p>	Adam to send the specification to Support IT Friday	Fri 9 th April
10.	<p>Any other business Alan raised the issue of issue of Home assessments for HSC and asked that the Board consider recruiting a temporary project worker to support this area of work.</p>	Board to look at when the recruitment sub group meet	

Next meeting: Thursday 6th May 2021

Following meeting dates: Thursday 10th June

Thursday 8th July – Review of meeting frequency.