**MANAGEMENT MEETING – MINUTES**

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| |  |  | | --- | --- | | Meeting Date: | 30/07/21 | | Time: | 12pm | | Location: | Zoom Meeting | | Chairperson: |  | | Minutes Created By: | Stefan | | Attendees:  Dr Alex, Theo, Maria & Stefan Vinen  Apologies/ Absences: |

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| AGENDA/ DISCUSSION TOPICS |

## Legislative/ Compliance Amendments and Updates

Discussion Items:

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| Action items | Person/s Responsible | Due Date | Status of Action |
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## ZedCare Ability Changes/Review and Updates to Policy and Procedures Manual

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Injuries/Illness/Incident Reports

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Risk Management Plans Review for Participants

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Risk Assessment Updates

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Feedback/Compliments/Complaints

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Continuous Improvement Plan/Internal or External Audit Outcomes

Discussion Items: The discussion of creating a partnership, where Be Recruitment will provide ZedCare Ability Services with support workers was discussed; Be recruitment have informed ZedCare Ability Services about two potential models that can be used, these models are; Bulk management and Labour Behind Model.

The qualifications of potential support workers were discussed, with a focus on whether they would be casual support workers or on a temporary part-time basis

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| Action items | Person Responsible | Due Date | Status |
| These models differentiate; with Bulk management focusing on creating an influx of support workers for a cheaper fee.  Labour Behind Model focuses on hiring a support worker, one at a time, then Be Recruitment will receive a rate from the hourly rate that support workers would attain. This would focus on the number of hours the worker, worked with ZedCare Ability Services, with Be Recruitment receiving a fee based on that. After 750 hours of work the support workers have worked occurred, then the worker would be transferred over to ZedCare Ability Services for no fee.  Be Recruitment will send over a business proposal to Stefan or Dr Alex on 30/07/21 or early 02/08/21 | Be Recruitment & ZedCare Ability Services | 3 weeks - month | In-progress |
| Support workers would be hired on a casual basis for the foreseeable future, with potential leading into temporary part-time based on clients’ needs and hours available | Be Recruitment & ZedCare Ability Services |  | In - progress |
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## Worker/s Updates/Concerns/Feedback

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Training & Development Schedule–Future Training

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Participant Accessibility Needs/Effectiveness of Entries and Referrals

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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## Other Items/Ideas

Discussion Items:

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| Action items | Person Responsible | Due Date | Status |
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