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| Date of Meeting:  Time: | 9th May 2017 |
| Location: | Four Crosses Inn, Holyhead Road, Bicton, Shrewsbury, SY3 8EF. |

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| ***Times*** | ***Item*** | ***To be led by:*** |
| 9:30am | Arrival - tea and coffees |  |
| 10am | Welcome and introduction | **Regional coordinator** |
| 10:10-12:30 | **People Development Project Update**  Overview of the people development strategy. Focus for 2017 (from BM priority list) inductions, interviews, benchmarking rewards/salaries, appraisals and recruitment.  **Recruitment**  Collect examples of job descriptions (please bring them with you), ways of advertising including actual adverts, anything else where you need guidance to do with recruitment.  What training would you like on this and who is this for?  **Appraisals**  What do you do from pre-appraisal preparation to appraisal and follow up? Collect examples of templates used in your appraisal cycle to share. (Please bring them with you).  How valuable do you see the process you have in place? Score 1-10  How important to do you see this process? Score 1-10  How often do you do this process? And what is the reality of this?  What training would you like and who is it for?  **Inductions**  Sharing best practice  **Interviews**  Sharing best practice | **Jane Simpson/Kerrie Winstanley (Central)** |
| 12:30 - 13:00 | Lunch |  |
| 13:00-15:55 | * Cyber security: protecting you and your practice - Barclays (40mins) * PSS update (15 mins) * PMS - sharing best practice on how we use the different PMS system. How can we set up user groups and what might the objectives of these be? (1 hour) | **Kerrie Winstanley (Central)** |
| 15:55-15:15 | Host and date of Autumn meeting: 9th Nov, 21st/22nd Nov, 28th/29th Nov?  BM national meeting 27th-28th September Southampton | **Regional co-ordinator** |