

St Raphael's Hospice

Meeting of the HR Committee

To be held St Raphael's Hospice, London Road, Cheam, Sutton, SM3 9DX with video access

At 10:30am on Tuesday 13th January 2026

Members: Paul Holmes (PH - Chair)
Hazel Borthwick (HB – Co-opted Committee Member)
Norman McWhinney (NM – Chair of Trustees)
Manjit Lall (ML – Committee Member & Trustee)

In attendance: Natalie Page (NP – Head of People Services)
Nick Stevens (NS – Joint CEO)
Rebecca Trower (RT – Joint CEO)
Ginny Toubal (GT – Volunteer Services Manager – items 1-2)
Karen Monaghan (KM – Governance)

Item	Time	Description	Purpose	Lead
1.	10.30 – 10.35	Welcomes, apologies for absence and declarations of interest	Discussion	Chair
2.	10.35 – 10.45	Volunteer Update & Volunteer Services Dashboard	Discussion	GT
3.	10.45 – 10.55	Review of minutes from 7 th October 2025 HR Committee	Approval	Chair
		Actions List and update on matters arising	Discussion	
4.	10.55 – 11.30	Update on HR Activity and Management Plan (standing item) inc.: <ul style="list-style-type: none">• Management Plan• Education• High-level staffing structure 2026/27	Discussion	NP
5.	11.30 – 11.50	Annual Pay Award/ Executive Team remuneration (updated from RemCo meeting) Pay Policy	Discussion	NS, RT, NP
6.	11.50 – 11.55	Update on any concerns raised under Speaking Up Policy (standing item – no paper)	Discussion	Chair, NP
7.	11.55 – 12.00	Any Other Business & Date of next meeting	Discussion	Chair

Date of future meeting: Tuesday 28th April 2026

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
4. Update on HR activity	Prepare business case outlining future payroll options	NP	Before next meeting in January 2026	07.10.25/01	Completed
	Pay Policy, including Long Service Awards presented to RemCo in December 2025.	NP	December 2025 meeting	07.10.25/02	For January 2026 meeting
	Progress structured line-manager training and coaching plan	NP	Ongoing	07.10.25/03	