

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 10:00 am on Tuesday 7th October 2025

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 HR)
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.	10.00 – 10.05	Welcomes, apologies for absence and declarations of interest	Discussion	Chair
2.	10.05 – 10.20	Volunteer Update & Volunteer Services Dashboard	Discussion	GT
3.	10.20 – 10.30	Review of minutes from HR Committee Meeting 8 th July 2025	Approval	Chair
		Actions List and update on matters arising	Discussion	
4.	10.30 – 11.10	Update on HR Activity and Management Plan (standing item) inc.: <ul style="list-style-type: none"> • Presentation on Payroll and future plans • Education update • Diversity, equity and inclusion update 	Discussion	NP
5.	11.10 – 11.30	Risk Register	Discussion	Chair, NP
6.	11.30 – 11.40	Annual leave allowance 2025/26	Discussion	NP
7.	11.40 – 11.50	Update on any concerns raised under Speaking Up Policy (standing item – no paper)	Discussion	Chair, NP
8.	11.50 – 12.00	Any Other Business & Date of next meeting	Discussion	Chair

Proposed dates of future meetings (for approval at October Board): TBC

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
Risk Register	Place Risk Register on next meeting agenda	Natalie Page	October 2025 Committee Meeting	08.07.25/01	Completed.