

Administration/Policy Report - Jude Anderson (Co-opted Post)

In the last year the following policies have been written and/or reviewed with the Chief Executive prior to discussion with the Executive Committee:

1. Equal Opportunities and Race Equality Policy
2. Policy and Guidelines for the Protection of Young People and Vulnerable Adults (including those with learning difficulties and/or disabilities) at Rookwood Sound
3. Policy and Procedures for Managing Absence
4. Disciplinary Procedures
5. External Complaints Procedure

Consideration has been given to a Health & Safety Policy but it has been concluded that the NHS Trust's own policy should cover the activities of Rookwood Sound.

It would seem that there is no formal requirement for the radio station to have a Welsh Language Policy but the station is committed to good practice in its endeavours to address language issues.

A survey of members' views of the strengths, weaknesses, opportunities and threats of Rookwood Sound was held at the General Meeting in May 2004. The outcomes were analysed and circulated to all members and discussed by the Executive Committee.

An itemised list of eligible expenses claims for Rookwood Sound members has been drawn up and agreed with the Executive Committee.

The Administrator has attended meetings of the Executive Committee, General meetings and meetings that have been held with the NHS Trust. Detailed minutes have been recorded.