



ASSOCIATION OF PHARMACY TECHNICIANS UK

MEMBERSHIP BUSINESS MEETING 6TH APRIL 2019

Gail Hall

WORKSTREAM – ADMINISTRATION (SECRETARY)

Companies House

Directors records:

- **Removed** – 3 Directors and Persons with Significant Control (President, Director of Communications, Director of Professional Development.
- **Added** – 3 Directors with significant control – President, Vice President, Director of Professional Development

Articles – updated

Annual return – filed in May



WORKSTREAM – SECRETARY CONT.

Recruitment processes:

3 Directors to the Board

10 National Officers

1 Associate

Resignation of:

3 Directors of the Board

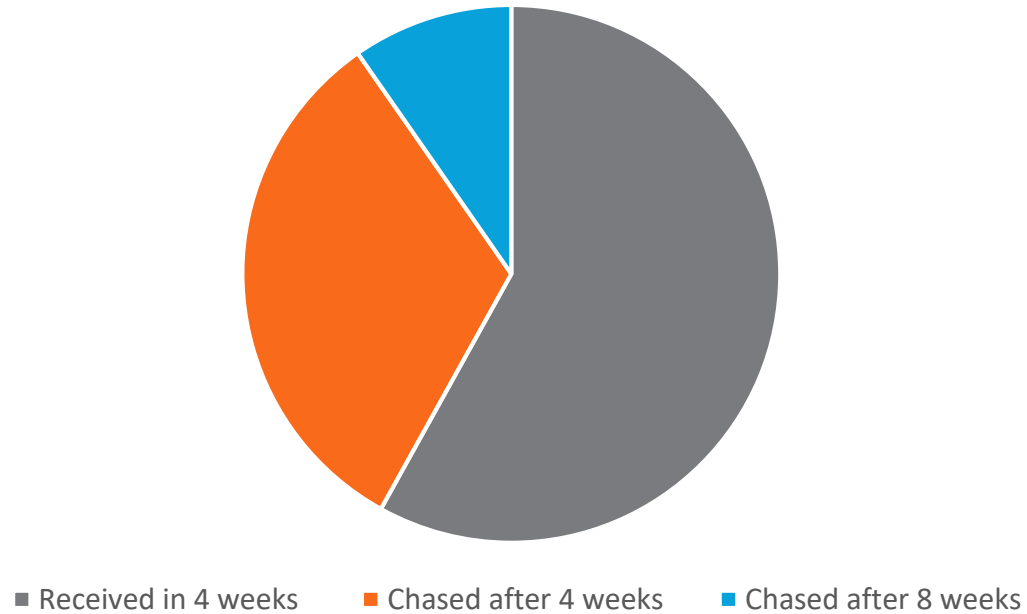
4 National Officers

3 Associates



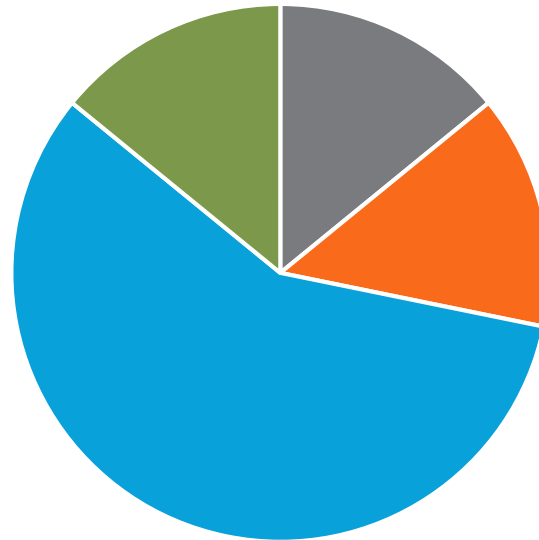
STATS:

Declaration of Interest annual forms



STATS CONT:

Adminstration Duties



■ Agendas ■ Minutes ■ Mailjets ■ Survey forms

THE YEAR AHEAD

- Filing the Companies House return
- Evaluation of the use of Microsoft Forms for the Declaration of Interests
- Continuing to support recruitment
- Improving retention data and response to resignations
- Creating procedures for dealing with Companies House
- Handing over Mailjet back to Director of Communications





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WORKSTREAM – HUMAN RESOURCES

Interim role

Working with National Officer for Policies and Procedures

Gap analysis of procedures

Work completed

Updated National Officers Handbook – futureproofed

5 policies written and approved

8 sample letters to support policies written and approved

Suggestion planning for President / Vice President

Recruitment guidance – with letter templates

Advert templates

Standardised Job Descriptions



HUMAN RESOURCES CONT:

In –process work:

- Appraisal tracker
- Appraisal and development review paperwork
- Recruitment process guide – additional letters to create
- Stress at work policy
- Leavers letters and process guide
- Exit interview template
- Retention data collection and evaluation



THE YEAR AHEAD

- Handing the interim role over to a Director of Human Resources!
- Leavers process and letters
- Evaluation of recruitment process guide, template letters and online forms once used
- Maximising the membership of NCVO
- Appraisals

