

Review Recommendation		Recommendation Progress		Comments
No.	Title	In Progress	Completed	Action points
1	Apology from the church leadership/Vineyard		✓	CCV and VCUKI publicly apologised on 2nd July 2023, the final review was completed in September 2023 which was published on November 3rd 2023 and a further apology from CCV and VCUKI was made on Sunday 5th November 2023.
2	Counselling	○		Counselling has been offered and people have availed of it. This has been completely independent and is ongoing.
3	Sensitive Information		✓	<u>Personal information</u> We don't ask staff about personal topics in a work environment. We've improved our HR policies and processes and work with an external law firm who provides guidance on all HR related matters including Terms and Conditions, contract advice as well as discipline and grievance matters. Policies are reviewed on a regular basis. <u>Tithing/giving</u> The Finance Manager and Ops Director are the only people within CCV who are aware of individual giving. One of the Scriptural and Vineyard principles that we do teach is about being 'Open handed' but there is no pressure applied to this. None of our staff are near the minimum wage and with our Trustees we have made significant progress in terms of wages over the past few years, the most recent salary uplift which took place in January 2023.
4	Ensure a safe ratio in children's and youth work		✓	Room ratios have been in place for many years which is strictly monitored. Sadly on some occasions we've had to turn away children at the doors of the children's environments and provide them with colouring in materials as they sit with their parents in the auditorium. Through our web-based system we log in the leaders for the rooms and this system will now prohibit us from having more children in a room if there are not enough leaders present.

5	Safeguarding		✓	<p>Safeguarding is our priority at CCV. We've introduced over the past number of years measures such as *Room ratios as above * Safeguarding training for volunteers * Designated Safeguarding Officers are in place at CCV with a trustee lead * External training was provided by 31:8 *CCV is designated as a 'safe place' for victims of domestic violence to ask for help *All kids volunteers are ACCESS NI checked *Parents/carers must have a lanyard to pick up their child and stickers are removed at the door when children leave *New locking and security pads were introduced in the children's corridor *Safeguarding names are prominently displayed on notice boards and all issues must be reported and acted upon immediately.</p>
6	Trustees	○		<p>Our board has been the same for many years apart from Karise Hutchinson who was appointed mid-2018. The plan had been to rotate some of our board last year and the process of appointing new board members had begun however was paused from Dec 22. This will resume in the next few months and we plan to rotate all trustees off the board (apart from Karise) incrementally in the next few years to provide stability in this transition.</p>
7	HR Welfare/Advocacy role	○		<p>Whilst we don't have anything formal in place this is something we'll look at. However we have taken some steps to improve employee welfare. We introduced a new complaints process in February 2022 which is on our website. We introduced a new system of employee performance appraisal in October 2021 which are very relational and held twice yearly. Following this, all documents are sent to our Compliance and Resources Director who checks there are no themes emerging and that all things staff raise are followed up. We also brought in a business coach and qualified counsellor in March/April 2022 to meet with staff individually and confidentially to review the health of our staff team. All feedback whether positive/negative was provided in a confidential report to SLT and was shared with Trustees and findings were implemented.</p>

8	Volunteer Support	○		<p>We're reviewing our processes and systems for all our volunteers. We have some training provided for key leaders where our team initially watch training videos, supplemented with face-to-face training and group work but have more work to do here.</p>
9	Interns		✓	<p>Interns are part of the Encounter School of Missions (ESOM) programme, reporting into the ESOM lead. They now have a nice intern office, introduced a few years ago. They are included in all staff activities including breakfasts, strategy days and other events. Each intern receives supervision and oversight from the area they are interning in, they have monthly catch ups and training sessions.</p>
10	Company practices		✓	<p><u>Job Descriptions</u> We have job descriptions in place for all staff roles. We use a web-based system so that all employees/interns can manage their time off and expenses for immediate re-imburement which is approved by their line manager. All policies/procedures including any updates and new policies are added to this system where the employee/intern ticks to ensure they have read it. We also use an additional training platform where our team initially watch training videos, this is then supplemented with face-to-face training and group work.</p> <p><u>Other HR support</u> Our staff handbook which is reviewed regularly by an external HR employment lawyer provides all our policies and procedures around HR related issues. Any questions not covered will be brought to the Compliance and Resources Director who will work with the Operations Director and external HR employment lawyer to work towards a solution. We have a monthly call with this lawyer where we receive updates on current employment topics or new legislation. We've also invested in line manager training over the past few years which takes place every 2 months.</p> <p><u>Working time</u> All our team are contracted for 40 hours weekly or the equivalent time pro-rata which includes 5 hours paid for breaks. Our minimum wage is £22,750 pa (6th Nov 2023). Staff working over their hours are either paid for this time or given time off in lieu. Minimum holidays are 25 days plus</p>

				8 bank holidays and the company contributes a generous 5.5% into the pension scheme.
11	Progress updates		✓	We have been in touch with VCUSA regarding these recommendations.