

POLICY AREAS

Policy Area	Management member interested in working party
Hire and Fire	Margaret Trotter
Terms of Workers Contract - no contracts have been found in any of the files	Margaret Trotter
Job Descriptions	Margaret Trotter, Kate and Helen
Grievance Procedure	Margaret Trotter
Filmmakers Contracts	Kavita Hayton
Per Diem allowance	Satwant Gill
Staff and Management Training	Paula Graham
Equal Opportunities	Paula Graham, Deborah Wearn
Acquisition Policy	Satwant Gill, Paula Graham, Deborah Wearn
Cultural Policy	Paula Graham, Deborah Wearn
Sale and Hire Agreement and Pricing Structure	

Would management members please insert their names in their areas of interest for the above working parties. The names already there are those who were present at the last meeting.

At least one member of staff will work with each working group and where appropriate both will attend meeting, e.g. job descriptions.

COMMENTS ON THE POLICY AREAS DOCUMENTS MADE AT LAST MCM
(this is the document that you were sent prior to the last management meeting, please refer to it)

1. Cinenova Mission Statement

Comments: should be much shorter, more specific (give some concrete information) more like a sound bite that is very easily repeatable. More like this?

Established in 1991 with a catalogue of over 350 titles, Cinenova is Europe's foremost distributor/promoter of films and videos by women directors.

2. Contract

Comments: Should the percentages in point 4 be lowered, how would we go about doing this?

Swap points 8 and 9 around as, as discussed in the meetings this has caused some concern, and change the language in point 8.

Add a new clause that states something like, after two years and two attempts to pay a film-maker their royalties the money can be put back into Cinenova's accounts.

(otherwise we have to hold on to small amounts of money for years)

3 Acquisition Policy

Comments: This needs a lot of work if we are able to make it more public and more accountable. Language should be more positive.

4. Equal Opportunities

Comments: This should be a more general document that can be updated periodically but not a year on year as it currently is.

5. Cultural Policy

Comments: Expand and include something about new technology and access to it

6. Job Descriptions

Comments: There appears to be no hard copy of Kate's job description, which was on the old computer (files could not be transferred as they were not pc compatible).

The description included is the one for Helen's job. They both need a lot of work and should be done asap.

POLICY AREAS

HIRE AND FIRE; WORKERS CONTRACTS; JOB DESCRIPTIONS; GRIEVANCE PROCEDURE

Margaret; Elaine; Kate; Helen

**STAFF AND MANAGEMENT TRAINING; EQUAL OPPORTUNITIES; ACQUISITION;
CULTURAL**

Paula; Kavita; Deborah; Liane; Helen

FILMMAKERS CONTRACTS

Kavita; Julia; Helen

PER DIEM

Satwant; Helen; Kate

PRICING

Helen; Kate