
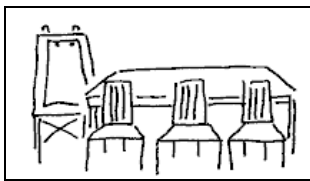





	People Matters Committee meeting	
	Tuesday 11 th October 2016	
People who came to the meeting		
Robert Rae	Tina Turnbull	Jonathan Cravitz
Rowena Herbert	Charles Ward	Susan Moreland
Steven Carter		
People who wanted to come to the meeting but couldn't		
Brendan Cowey		

	Conflicts of interest – None
	Notes from the last meeting are fine.

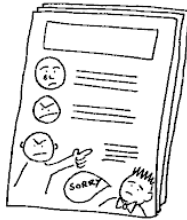
Actions from last meeting

	We welcomed Steven to our meeting. Steven works for a bank. He has the financial skills we have been looking for. The plan is to ask him to join the board at our AGM.
	Touchstone can't join us at Strawberry Lane any more. Tina is to meet with the council and a possible new partner.
	A new prospectus for the spring will be designed. We want to give it out at the AGM. It will include classes for local people in South and West Leeds. We will advertise in places like South Leeds Life
	The CIO constitution has been finished



Tina and Elissa have applied for a CQC DBS check. We will then apply to re-register with CQC

Things that we always talk about



Keeping people safe – we reported a concern to LCSB about a sibling. They decided to take no action

Keeping people's information safe – nothing to report

Health and Safety – no news from the council about sorting out the trip hazard by the door outside

Financial Report



We looked at our accounts for August. Everything is looking good we are working on doing more in Teens.

Steve offered to look at our budget and management accounts to see if we can start checking our spending this way. We have wanted to do this for a long time.

What's happening at work



We looked at what has been happening in Active Matters. Everything looks fine but we want to have one more group run. There has been interest in football. Tina and Sally will work on this.



Rowena and Tina have been looking at a way of sharing information electronically and safely. An organisation called 3 Rings looks to be what we need. It works with organisations like ours. The team in the office will work on this.



Tina, Brendan and a member of his staff met to look at the old People Matters plan for marketing. This needs to be better. It needs to be clearer on what should happen when. Brendan offered to help with this.

The People Matters AGM and annual report are needed for 1st December. The AGM will be at the Bridge. The annual report will be a bit different this year. We want to include some stories from or about members and staff.

People Matters has a 'business risk register'. This is a list of things that could go wrong and what we are doing to make sure they don't. Everyone checked this to see how we are doing. There are still some things to sort out on IT. Steve will see if he can help us find some computers.

Tina and the solicitors have been working on the CIO constitution. This needs to be finished and then we need to apply to register People Matters with the Charities Commission. We will need to talk about what we are thinking about doing at the AGM. There will need to be an EGM after Xmas.

Tina and Elissa have to have CQC DBS checks to register People Matters with CQC. They are applying for these.

Any other business

	None
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Actions



1. Work with Steve on monitoring against budget
2. Get the new Active matters group running
3. Check that 3 Rings is right for us and then use it if it is
4. Produce a SMART marketing plan with Brendan
5. Identify replacement computers via Steve and BITC
6. Produce annual report and hold AGM
7. Carry on with working to solve problems on the risk register
8. Apply to Charities Commission for CIO formation
9. Finish application to re-register with CQC



Date of next meeting – Thurs 1st December at 7.00pm