

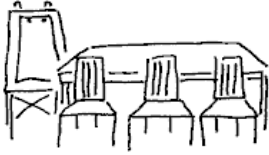
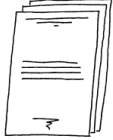





|   |                                    |                |
|---|------------------------------------|----------------|
|  | People Matters Committee meeting   |                |
|  | Tuesday 4 <sup>th</sup> April 2017 |                |
| People who came to the meeting  |                                    |                |
| Charles Ward  | Tina Turnbull                      | Steven Carter  |
| Brendan Cowey   | Rowena Herbert                     | Susan Moreland |
| Terry King  |                                    |                |
| People who wanted to come to the meeting but couldn't                             |                                    |                |
| Jonathan Cravitz  |                                    |                |

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

### Actions from last meeting

|   |  |
|---|--|
|  | 1. Make the office computers more secure – full virus protection now installed and all updated. More still to do                           |
|  | 2. Make sure we do all the classes the council expects – Classes since Easter have gone well. We need to do a bit more with some partners. |
|  | 3. We are now working as a charity. We have a new bank account. We need to close the old CIC.  |

### Things that we always talk about



Keeping people safe – 1 person has a safeguarding concern about something outside People Matters. We are working with the council.

Keeping people's information safe – a member of staff has seen some personal information about another member of staff. We will work to sort this out.

Health and Safety – nothing to report

## Financial Report



We looked at our accounts for February. There were no concerns.

## What's happening at work



We talked about what is happening in support. Things are going well. We now support 37 people. We need to be ready to be inspected by CQC and have work to do for this.



We talked about whether we needed to find out from staff about how they were feeling. We decided that doing a staff survey would be a good idea.



We are now running as a charity. We have done lots to make this change but there is more to do.



We have applied for a grant to buy tablets to use in support. This will only pay for some of the costs. We will have to pay the rest ourselves. We want them to keep information safely.



It is time we looked at our plans again. We did this in 2015 so its getting out of date. We need to talk about the choices we need to make.

## Any Other Business



Charles has said that he needs to leave the board of trustees in September. We need to replace him.

## Actions



1. Work with safeguarding if needed.
2. Use HR online to make sure we keep staff information safe and people can see that it is accurate.
3. Do organisational action plan to include CQC
4. Design and run staff survey
5. Complete bank and accounts changes for the charity
6. Tell the board about costs of new tablets when we know about the grant
7. Start to think about new goals for People Matters
8. Charles will talk to the other trustees to see who should be the new chair.



Date of next meeting – Tues 13<sup>th</sup> June 2017 at 5.30pm (May meeting on Strategy)