
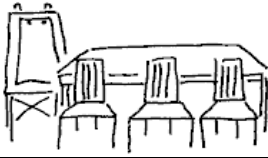










	People Matters Committee meeting	
	Thursday 1 <sup>st</sup> December 2016	
People who came to the meeting		
Charles Ward	Tina Turnbull	Jonathan Cravitz
Rowena Herbert	Brendan Cowey	Susan Moreland
Steven Carter		
People who wanted to come to the meeting but couldn't		
Terry King		


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

### Actions from last meeting

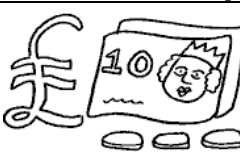
	Lucy, Steve and Tina to meet in January about checking how we spend our money using budgets
	New Active matters football group is now running with Josh
	Tina, Sally and Elissa will be having a telephone conference with Three Rings on 8 <sup>th</sup> December. They will look at how they share information and if we can use this method too.
	SMART marketing plan still to be written but key actions being worked on

	<p>Replacement computers still need to be sorted out.</p>
	<p>Our AGM was held 1<sup>st</sup> December. The Annual Report was given out at the meeting</p>
	<p>IT and information sharing is the main work we are looking at on the risk register. There are other things to do too.</p>
	<p>Our CIO application has been sent to the Charities Commission</p>
	<p>Our CQC Application has been sent to Care Quality Commission</p>





### Things that we always talk about

	<p>Keeping people safe – we talked about 2 different small things that had happened with members. Neither needed to be reported to safeguarding</p> <p>Keeping people’s information safe – nothing to report</p> <p>Health and Safety – still no news from the council about sorting out the trip hazard by the door outside</p>
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### Financial Report

	<p>We looked at our accounts for September. There were no concerns. We can still do some more with Teens.</p>
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## What's happening at work


      	<p>We talked about community learning. Our recruitment levels are going down. We need to change what we do and include new people. This means different sorts of marketing will be needed. We have some good ideas but changing direction involves some risks. It could mean that our courses will be quiet in January.</p> <p>In support we saw the report said</p> <ul style="list-style-type: none"> <li>• the hours we deliver are steady at the moment</li> <li>• there will be lots to do because of our CQC registration and inspection when it happens</li> <li>• that we need to think about our charges policy</li> <li>• a member of staff is still sick and although we are coping it is becoming more difficult especially with CQC work now needing to be done</li> </ul> <p>In Teens we saw the report said we are going to start a new group and do a regular newsletter</p> <p>Business development</p> <ul style="list-style-type: none"> <li>• we have sent in a bid to Childrens Services for short breaks</li> <li>• we have applied to the Charities Commission to start the new CIO</li> <li>• we have applied for CQC registration</li> </ul>
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## Any other business

	<p>Charles asked Tina to look at how a member of staff had been paid in the past</p>
	<p>We will hold the EGM on 30<sup>th</sup> January 2017 at Holbeck Youth Centre at 1pm. At this meeting</p>

	we will take the decisions we need to to change People Matters (Leeds) CIC into a charity.
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### Actions

	<ol style="list-style-type: none"><li>1. Work on marketing to a wider audience. Use local papers, door to door, social media and drop in.</li><li>2. Make sure we are organised for when CQC get in touch to do their interviews</li><li>3. Refresh our support charging policy</li><li>4. Look at how we can have enough staff time to make sure support is well organised</li><li>5. Make sure Teens goals are reached</li><li>6. Organise the EGM for Jan 30<sup>th</sup> to move the change to a charity forward.</li><li>7. Investigate pay query</li></ol>
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	Date of next meeting – Tues 10 <sup>th</sup> January 2017 at 5.30pm
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