





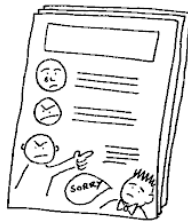
		People Matters Committee meeting
		Tuesday 5 th September 2017
People who came to the meeting		
Steven Carter	Jonathan Cravitz	Tina Turnbull
Not enough people came to make big decisions this time		
People who wanted to come to the meeting but couldn't		
Terry King	Susan Moreland	Brendan Cowey Rowena Herbert

	<p>Conflicts of interest – Tina has a conflict with the new Leeds City College work. She is on the board at the college. Tina will need trustees to sign the contract and watch this work.</p> <p>Diane who is leading the work used to work at the college too. We have written something to describe how we will manage this conflict.</p>
	Notes from the last meeting are fine.

Actions from last meeting

	1. Make sure the April and May accounts go on 3 rings where we store information securely
	2. Everyone to send Tina any ideas on the plans we have started
	3. When the budget is finished compare it with the money we have really earned and spent

Things that we always talk about



Keeping people safe – No more news about the incident we reported to the police. They are working with the supported living provider
Keeping people's information safe – nothing to report
Health and Safety – Nothing to report

Financial Report



We looked at our accounts Cath and Lucy have now caught up to the end of July. They are set out how the board expects.
Lucy and Shabir have just finished comparing our plans for money with what has happening so far. We need to work out why the differences are there.

What's happening at work



We talked about the reports on adult learning and support. Things are going well in support. People decided that they wanted to see more numbers in reports to help them see how things were going.






Everyone decided to wait until another meeting to talk about the plan. More people need to be involved.




The new work with Leeds City College is due to start next week. People have been working hard to get the new unit and contract ready. It will need signing by our chair of trustees as Tina cannot do this.


People doing supported internships will be working in Nourishing People. Others will be doing a course that supports them to be better prepared for work.

Any other things to talk about

	<p>Tina has been looking for new people to join the board. Trustees will have to meet them and decide. Tina can't do this.</p>
	<p>Susan has said she still needs to stop being a trustee soon. We also need a new chair as Charles has left. Susan has said she can do this for a while until we find someone new. Other trustees can't be chair so people said this was a good idea. We can confirm this again when more people are at the meeting.</p>
	<p>Cath has agreed to do our accounts. She only has a bit of time. This means that she will need help with admin. We can offer this work to Saul who has been volunteering with us.</p>

Actions

	<ol style="list-style-type: none"> 1. Look at the differences between what we planned to do with our money and what we did. We need to understand this. 2. We need to make sure that we include more numbers in our reports to the board about what is happening 3. We want to come back to think more about our plans for people matters for the next three years. 4. Susan sent a message to say she would be chair for a while until we could replace her. Everyone agreed with this.
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	<p>Date of next meeting –Tues 10th October at 5.30pm</p>
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