
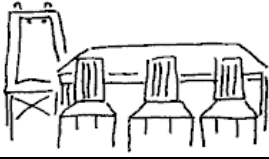
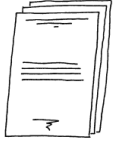




	People Matters Committee meeting	
	Tuesday 12 th March 2019.	
People who came to the meeting		
Susan Moreland	Clare Hirschhorn	Rowena Herbert
Tina Turnbull	Maisie Hirschhorn	Georgina Turner
Steve Carter		
People who wanted to come to the meeting but couldn't		
Brendan Cowey	Jonathan Cravitz	Richard Firth

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

Actions from last meeting

	<p>1. The new meeting room has been decorated. It has new tables and chairs. We still need to get a projector and screen. We want to get armchairs and a coffee table for 1 to 1 meetings.</p>
	<p>2. We have decided to get the IT system from Access.</p>
	<p>3. We have carried on doing our fundraising plan. We will report back to the board later in the year about how things have gone.</p>
	<p>4. A list of things we want in a different building has been done</p>

Inspected and rated by



5. We now have a list of jobs to do for CQC to help make us outstanding

Things that we always talk about



Keeping people safe – nothing to report. There will be an annual report at the July meeting



Keeping people's information safe – nothing to report. There will be an annual report at the October meeting



Health and Safety – Fire marshal training has been completed. We have found somewhere new for Fire Awareness training for new staff. There will be an annual report at the April meeting

Financial Report



We looked at the January accounts. These were fine.

What's happening at work






We looked at the reports from staff on

- Outreach
- Employment service



Everyone talked about what has been happening. They said that

- Work being delivered was going well
- It looked like staff didn't find the report template helpful. A different one is needed

Any other things to talk about

	<p>We talked about our property ideas list. This gives us a good start. We need to do a property options paper.</p>
	<p>Our check to try and become a Disability Confident Leader will happen in April.</p> <p>Our check for the Matrix standards will happen in June.</p>
	<p>We looked at our what we say are the important things to do at People Matters. We added sentences so it was clear about keeping a check on our money and that we were going to work on a move. We also want to change the order on our 'balanced scorecard' so it makes members needs clearer.</p>

Actions

	<ol style="list-style-type: none"> 1. Tina to send Georgina a copy of the report template. Georgina will see how it can be changed 2. Develop a property options paper 3. Make changes on our strategy papers so they are up to date.
	<p>Date of next meeting – Tues 30th April 2019</p>