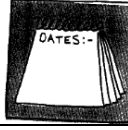
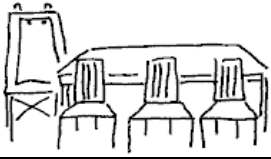



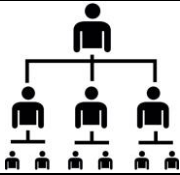

	People Matters Committee meeting	
	Tuesday 23 rd October 2018	
People who came to the meeting		
Susan Moreland	Rowena Herbert	Georgina Turner
Tina Turnbull	Jonathan Cravitz	Maisie Hirschhorn
Clare Hirschhorn		
People who wanted to come to the meeting but couldn't		
Brendan Cowey	Richard Firth	Steve Carter

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

Actions from last meeting

	1. Susan and Steve will sign the accounts so we can send them to the Charities Commission.
	2. Our business plan is being updated and shared electronically for trustees to look at
	3. A new staff structure diagram has been finished and shared
	4. We are looking for a grant to help us pay for our IT changes

Things that we always talk about



Keeping people safe – someone is being met outside the building to help keep them safe

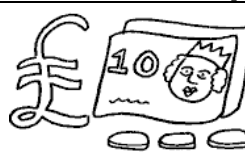


Keeping people's information safe – we have sent a lot of old information from our archives to Paperworks for secure shredding. They will send us a certificate when this is done.



Health and Safety – there is staff training sessions during half term on 'people moving people' and 'evac chair usage',

Financial Report



We looked at the August accounts. These were fine. We also talked about how much money is in the bank. We want to think again about our reserves policy.



We have heard back from the council about how much they will pay for support. We decided that we need to ask for a bit more.



Lots of things have changed during the year. We need to re do our budget so we know more about how our money is coming and going.

What's happening at work



Maisie reported to the other trustees about the autumn ball at the Queens Hotel. Everyone enjoyed it and we raised £357 for People Matters.

		Risk Score				
Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		likelihood				
		1	2	3	4	5

We talked our 'business risk register'. Over the years we have done lots to help keep risks small. We still need to do more on how we use IT. The other risk we have is keeping control of our money so we have enough to pay for all our costs.

Any other things to talk about



The trustees talked about how staff could get more involved with board meetings. They decided that everyone who writes a report will be invited to bring it to the meetings themselves

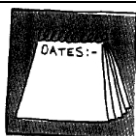


The IT working group has started meeting with companies. There will be more news at the next meeting.

Actions



1. We will think about how our reserves policy needs to be changed. This is only needed in case someone pays us late.
2. We will ask the council about increasing the hourly rate a bit more.
3. We will change the budget for the year because lots has changed.
4. The volunteers will think about more ideas for fundraising
5. The IT working group will meet again in November and December.



Date of next meeting –Thurs 6th December 2018.