









		People Matters Committee meeting
		Thursday 5 th December 2019.
People who came to the meeting		
Susan Moreland	Rowena Herbert	Georgina Turner
Tina Turnbull	Clare Hirschhorn	Steve Carter
Richard Firth		
People who wanted to come to the meeting but couldn't		
Jonathan Cravitz	Maisie Hirschhorn	

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


Actions from October meeting

	1. Our accounts have been sent to the Charities Commission
	2. We now have a solicitor who is looking at our papers
	3. We are advertising for a new manager
 <p>Annual Report 2019</p>	4. The AGM is also being held on 5 th December. The annual report to members is being shared.



Things that we always talk about




	<p>Keeping people safe – There was a problem with a support worker from another organisation at one of the groups. We reported it to their employer with witness statements.</p>
	<p>Keeping people's information safe – we looked at the annual report. This was about what had happened and the work we had done during the year. We decided to remind staff about keeping information private and to tell their manager if anything was lost.</p>
	<p>Health and Safety – we are getting the answers we want now about fire safety at Barkston House</p>

Financial Report


	<p>We looked at the September and October accounts. They were better than August and July. We spent too much earlier in the year. We think we will finish the financial year with a loss. This will be because we need to spend money on Teens</p> <p>We don't have much in the bank. Mike is making sure our funders pay us as soon as he can manage it.</p>
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Other things to talk about

	<p>We have had a meeting with the National Lottery. This was very helpful so we can get started on writing a new bid.</p>
	<p>A solicitor has agreed he can advise us. He is looking at the papers. Tina and Mike will see him in January.</p>

	<p>We discussed that we didn't want to have problems being paid again. Rowena will do a review. She will write down and send to everyone how she is going to do this. We will need to share a report with the council.</p>
	<p>We looked at the risk report for the year. The areas that we need to look at most were highlighted.</p> <ul style="list-style-type: none"> • We still aren't getting enough staff views at these meetings • We will have to keep looking at the money in the bank • We need to have some successful funding bids
	<p>We have finished our self-assessment for adult learning and the provider information return for CQC. The next job is to complete the quality action plan for 2020.</p>

Actions

	<ol style="list-style-type: none"> 1. Remind staff to keep things confidential and tell their manager if information gets lost or stolen 2. Prepare the budget for next year so it can be agreed 3. Write the first stage of the bid to get new funding for Teens 4. Speak with solicitor and get advice 5. Write down how we are going to review our contract and work so we can be better prepared another time 6. Complete the quality action plan for 2020
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	<p>Date of next meeting – Tues 21st January 2020</p>
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