
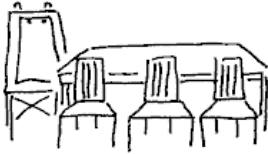









	People Matters Committee meeting	
	Tuesday 28 <sup>th</sup> April 2020. By video conference. Our rules say we can meet by video.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
Georgina Turner	Maisie Hirschhorn	Clare Hirschhorn
Rowena Herbert		
People who wanted to come to the meeting but couldn't		





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

### Actions from March meeting




	1. Jonathan and Richard got copies of the Lloyd's application and other information ready for the meeting
	2. We still need to put an easy read complaints poster in the classrooms ready for when they open again
	3. We still need to make sure we improve how we ask for member feedback and understand what members want

	<p>4. We made some changes in our cashflow because some money isn't going to arrive as we thought it would</p>
	<p>5. We need to plan how to use the last of the lottery funding. Things are changing because of the lockdown.</p>
	<p>6. We still need to take a decision on staff pay. The council have said they will increase the amount they pay us but there are other changes because of the crisis.</p>
	<p>7. We have sent our lessons learned summary to the council</p>
	<p>8. We know we want to have another person on our board who has good skills to help us look after our money. We want to think about how best to use them.</p>




## Things that we always talk about






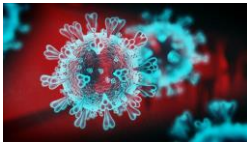
    <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p><b>Keeping people safe</b> – one of our staff visited a member when they were told not to. We reported this to safeguarding.</p> <p><b>Keeping people's information safe</b> – a member of staff complained we had used their personal mobile number. They had got in touch with us this way and we said everything was still kept private.</p> <p><b>Health and Safety</b> – when this visit happened all the people involved could have been put at risk of infection</p> <p><b>Complaints and compliments</b> – we have just received a complaint from a family member which being investigated</p>
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## Financial Report


	<p>We looked at the February accounts. They were like we expected. A little bit more money came in than we spent. There were no surprises.</p>
	<p>Mike told us about how our money is going in and out of the bank. This is called our cashflow. We looked at what we think will be happening until the beginning of 2021. It is difficult to be exact. Some things could get better and other things worse. We need to keep watching this.</p>
	<p>We looked at the budget. The problem we saw at our last meeting has been sorted out. We know the council will be paying us at a new hourly rate. We want to take a decision on what we pay staff but we are still waiting to see what happens because of the crisis. This has made other things uncertain.</p>

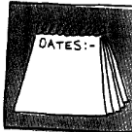
## Other things to talk about

	<p>We have a new grant from 100% digital to spend on smartphones for members</p>
	<p>We talked about our bid to Lloyds Bank Foundation. Their local manager has been in to see us. The meeting went well and we got through to the next stage. They have said they are changing things because of the crisis. There is a meeting in May and we will find out after that if we are going to get a grant.</p>
	<p>We got through to the next stage with our bid to the National Lottery but they have now stopped everything because of the crisis. We have to put in a new bid now as soon as we can. There is another deadline in early May.</p>

	<p>Clare, Tina and Michael will be meeting with the college on 5<sup>th</sup> May to talk with them to get an agreement.</p>
       	<p>We talked about the operational reports. Lots has happened because of the crisis. The office only has one person a day there. Everyone else is working from home. We used our plan. This was very helpful.</p> <p>In our groups all the normal meetings and sessions have stopped to keep everyone safe. Lots of groups are still keeping in touch with each other. Some are using Facebook and others are using Whatsapp.</p> <p>In individual support lots of sessions have stopped but some are still important to do. Some people are having their support by telephone. Some people are using video calls. Other people are still having their normal support. We are working very hard to keep everyone safe. We have been getting PPE and keeping staff updated about how to change what they do. All staff have completed infection control training.</p>

**Actions**

	<ol style="list-style-type: none"> <li>1. Investigate the complaint we have had</li> <li>2. We still need to make a decision on what we will do on staff pay. We don't yet know enough about our income because of the crisis.</li> <li>3. Work with the council on what will be happening with our adult learning classes this term.</li> <li>4. Have the meeting with the college and report back</li> </ol>
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	<p>Date of next meeting – Tuesday 9<sup>th</sup> June 2020</p>
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