
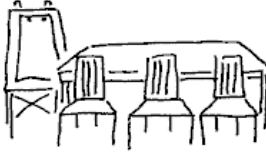





	People Matters Committee meeting	
	Tuesday 27 th April 2021 By video conference	
People who came to the meeting		
Susan Moreland	Clare Hirschorn	Jonathan Cravitz
Maisie Hirschhorn	Michael Eastwood	Kate Masters
Georgina Turner	Rowena Herbert	Maisie Hirschhorn
People who wanted to come to the meeting but couldn't		
Tina Turnbull	Richard Firth	


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

Actions from March meeting


	1 Business strategy ongoing with Alan
	2 Kate should have received a link for training via IHASCO
	3 Following discussion regarding the property it was decided that a property sub committee was needed - volunteers were Clare, Kate and Jonathan
	4 Staff vaccinations - still 85%


	<p>5 Sarah Dykes - external HR Consultant to review homeworking and working alone procedures in line with safeguarding issues</p> <p>6 Paul has started data collection for staff who drive regarding business cover on driving licences</p>

Things that we always talk about







	<p>Keeping people safe –</p> <p>Keeping people’s information safe – our data protection project is moving forwards. A list of things to do is being written. One of these is that trustees should do training.</p> <p>Health and Safety – one incident discussed</p>
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Financial Report


	<p>7 Kate explained the decision and rationale behind the new sage reporting for finance - board agreed sage generation of reporting is preferable to spreadsheet</p> <p>8 Jan / Feb accounts approved and balance sheet showed a healthy trading position</p> <p>9 Budget loading on sage to commence from start of this financial year (April 21 onwards) Due to annual leave Mike and Kate haven’t made progress on these but we are aware and</p>
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	<p>have made a priority to move forward asap</p>
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Other things to talk about

	<p>MIS system - first meeting complete - Rowena is the board sponsor</p>
	<p>We looked at the board skills check. One big message is that we should do more about being diverse. We have had staff speak out on this too. We need to plan to do work on this.</p>
	<p>The People Matters business plan is now out of date. Tina is trying to get some support through Lloyd's to help us develop a new plan.</p>
	<p>Property options discussed and sub group formed - looking at a short term plan (ground floor BH or renting rooms externally by the hour Staffing adjustments to ease exit if necessary LCC no response re relocation</p>
	<p>Hr support from Lloyds (Roots HR) has started</p>
	<p>To discuss new role created by the receipt of Lottery grant</p>

Actions

	<ol style="list-style-type: none"> 1. Discuss property 2. Share our January/February accounts and associated reports 3. Use support to work on a new plan for People Matters
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Date of next meeting – Tuesday 8th JUNE 2021