
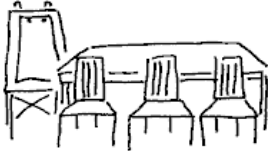










	People Matters Committee meeting	
	Tuesday 26 <sup>th</sup> April 2022 By Zoom	
People who came to the meeting		
Kate Masters	Richard Firth	Rowena Herbert (part)
Maisie Hirschhorn	Tanya Lee	Georgina Turner
Rebecca Ellis	Clare Hirschhorn (part)	Tina Turnbull
Martin Dean	Susan Moreland (part)	Jonathan Cravitz
Michael Eastwood		
People who wanted to come to the meeting but couldn't		



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


### **Actions from March meeting**

	1. We have finished the first training on the 'soft signs of illness' and decided we want staff to use this with members
	2. We can't register yet to have a Caldicott Guardian until we have an organisational registration number from the NHS


	<p>3. We increased the pay to some of our staff from 1<sup>st</sup> April because of the change in the national living wage</p>
	<p>4. All staff were paid the same small bonus in March from the grant we got to say thank you for their work in the pandemic</p>
	<p>5. We will be putting the new reserves policy into our main plan for the next 3 years</p>
	<p>6. The proposed pay change for staff will come back to the meeting in July so we can decide if we can afford this</p>
	<p>7. We will look at how we are doing with our action plan later in the year.</p>
	<p>8. We are following up our different options for property</p>
	<p>9. We are getting ready the new members guide</p>

## Things that we always talk about




	<p><b>Keeping people safe</b> – 1 member being verbally abused by neighbour, LCC anti social behaviour team involved. 1 member received wrong medication from pharmacy, returned.</p>
	<p><b>Keeping people's information safe</b> – We can't register yet to have a Caldicott Guardian until we have an organisational registration number from the NHS</p>
<p><b>Health and Safety</b> – 8 minor accidents/injuries,</p>	

	<p>all responded to and 1 member pressed fire alarm at a restaurant for no reason</p>
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## Financial Report




	<p>We looked at the February and March accounts and the cashflow. The March ones show all the property costs we had for the year due to us keeping this in reserve.</p> <p>It is the end of our financial year so Mike will close the accounts and start to send them to Anna. Anna checks our accounts to make sure they are correct before we share them with everyone.</p>
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## Developments


	<p>We talked about all the things we are doing for our 20<sup>th</sup> anniversary. There will be a new logo, some new information for members and other people. We will have pens to share as a small gift for everyone.</p>
	<p>We looked at the members council minutes. Members had talked about ideas for a new members code of conduct.</p> <p>They are making a video about mental health and will be sending out some information to other members. They talked about ideas for the People Matters 20<sup>th</sup> Anniversary.</p>
	<p>Tina talked about the different things being done to try and move again. We are looking at what can be done with the council, different churches and also what is available to rent.</p>

## Other things to talk about

	<p>Staff have just done finished a survey telling us what it is like to work at People Matters. Over 70% of people took part.</p>
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	<p>Everyone liked that there was lots of good feedback. Staff also said they wanted more pay though. It is difficult to afford this. We will share the results with staff and the council so everyone knows what has been said.</p>
	<p>We talked about the members council minutes. People liked the feedback about the easy read version of the strategy. They also liked the plan the council has about mental health. The updated members guide should go out soon as part of our 20<sup>th</sup> anniversary.</p>
	<p>The infection control grants have now finished. We have had to make some changes in how we deliver support.</p> <p>A letter has gone to members and we have told staff too. We will have to do things like doing virtual support sometimes. We have also made changes in our sick pay.</p>
	<p>Everyone looked at a member story about how Billy has found a job because of being with People Matters. It was good news and we want to have more stories like this to share.</p>

## Actions

	<ol style="list-style-type: none"> <li>1. Close down the 21/22 accounts and start the 22/23 ones.</li> <li>2. Send our accounts to Anna so she can do the check and get ready our financial accounts</li> <li>3. Organise everything for our 20th anniversary year</li> <li>4. Share the members council video when its ready</li> <li>5. Carry on with collecting and sharing member stories.</li> </ol>
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Date of next meeting – Tuesday 7<sup>th</sup> June 2022