
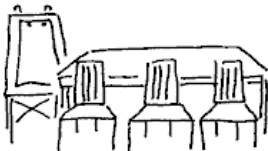







	People Matters Committee meeting	
	Thursday 2 <sup>nd</sup> December 2021 41 Barkston House	
People who came to the meeting		
Susan Moreland		
Maisie Hirschhorn	Clare Hirschhorn	Georgina Turner
Kate Masters	Richard Firth	Rebecca Ellis
Martin Dean	Tanya Lee	
Michael Eastwood	Tina Turnbull	
People who wanted to come to the meeting but couldn't		
Jonathan Cravitz	Rowena Herbert	




	Conflicts of interest – None We are going to design a form for all trustees to complete so we know more about possible conflicts of interest.
	Notes from the meeting in October are approved

### Actions from September meeting


	1. Our accounts will go to the Charities Commission now the AGM has happened
	2. We have done an action plan for People Matters future but it needs finishing
	3. We still need to write a plan for developing our staff and volunteers

	<p>4. We need to change our reserves policy so it works better for us</p>
	<p>5. We have send in our proposal for the new building</p>
	<p>6. The AGM was tonight and we shared the annual report</p>




**Things that we always talk about**

  	<p><b>Keeping people safe</b> – there were 2 incidents. Both were near misses involving members. We followed them up</p> <p><b>Keeping people’s information safe</b> – There was 1 minor incident. It did not need to be reported. Trustees will have training about keeping people’s information safe at the start of the meeting in January</p> <p><b>Health and Safety</b> – There were 6 incidents involving staff and members. There was a mixture of things happening. 2 members challenged the staff they were with and we followed these up.</p>
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**Financial Report**

	<p>We looked at the October accounts and the cashflow. Richard asked about why there was a difference between our plan and what has been spent. We will find out and send people more information.</p>
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## Other things to talk about

	<p>We talked about how our action plan for People Matters is getting on. Tina is working on this with the managers. We will look at this again soon.</p>
	<p>We heard from Clare, Kate and Tina about what happened in the property meeting. We have sent our 'Heads of Terms' ideas to the council and are waiting for their reply.</p>
	<p>Someone is working on updating our logo. There will be a meeting with managers on this. Georgina will go too so one of the trustees is involved.</p>

## Actions

	<ol style="list-style-type: none"> <li>1. Design a form about people's possible conflicts of interest</li> <li>2. Training on keeping people's information safe will happen at the next meeting</li> <li>3. Send people the answer to what is the difference between our plan and what we have spent</li> <li>4. Georgina will go to the meeting about how our logo might change.</li> </ol>
	<p>Date of next meeting – Tuesday 18<sup>th</sup> January 2022</p> <p>We want to hold this at Barkston House but if there is a lot of Covid we will do it by Zoom. Tina and Martin will agree this and let everyone know.</p>