
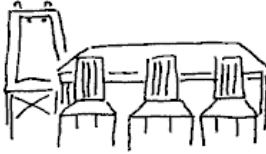







	People Matters Committee meeting	
	Tuesday 21 st January 2020.	
People who came to the meeting		
Susan Moreland	Richard Firth	Georgina Turner
Tina Turnbull	Michael Eastwood	
People who wanted to come to the meeting but couldn't		
Jonathan Cravitz	Maisie Hirschhorn	Clare Hirschhorn
Rowena Herbert	Steve Carter	





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

Actions from December meeting


	1. Notice put on 3 rings to remind staff to keep things confidential and tell their manager if information gets lost or stolen.
	2. Draft budget for next year to be presented at this meeting
	3. First stage bid to the national lottery community fund is nearly finished
	4. Initial meeting with the solicitor has been held and a letter is to be agreed


	<p>5. The instructions on how we are going to do our lessons learned research have been written</p>
	<p>6. We have started the quality action plan for 2020</p>

Things that we always talk about







	<p>Keeping people safe – a member told one of our staff about taking a knife out on their own. We have discussed this with their family and adult social care</p>
	<p>Keeping people's information safe – an ex member has requested that we delete all the information we have about them. There is a problem with this and the police are involved. We are just keeping what we need to.</p>
	<p>Health and Safety – a member accidentally knocked a member of staff over who then hit their head. We talked to them about getting checked out.</p>
	<p>Complaints and compliments – we will talk about what has happened in the past year at the meeting in March</p>

Financial Report

	<p>We looked at the November accounts. It has been another good month but we are not going to hit our budget.</p> <p>We still don't have much in the bank. Mike told</p>
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	<p>us about how our money is going in and out of the bank. This is called our cashflow. We looked at the plan for our money from April 2020 for the year. We think we need to increase our charges a bit. Tina will be talking to the council. We are closing 2 savings accounts which we don't need anymore.</p>
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Other things to talk about

	<p>We have sent in a 1st stage bid to the Lloyd's bank foundation.</p>
	<p>Our bid to the national lottery for a new Teens project is now very nearly ready to go in. We have sent it to our contact there for him to look at in case it needs changing.</p>
	<p>We met the solicitor. He is writing a letter to send for us. We want Clare to represent the trustees at the meeting with the college.</p>
	<p>Rowena has written down how she is going to do our review. Everyone liked her plan. She will speak to everyone individually and then write the review. We will look at it at the next meeting.</p>
	<p>We looked at the reports telling us what has been happening. In Teens and Twenties we are making plans to review the project that is ending. The new support service is growing and doing well. We talked about the changes in the Thursday night adult group. Some people are worried. We agreed that the changes have been needed for a long time.</p>
	<p>We have entered the Leeds Care Awards in 2 different ways and been short listed in both. There is going to be a visit to check our entry. If we get to be a finalist we will be invited to a big event.</p>

Actions



1. Bring a report to the meeting in March about any complaints and compliments from the past year.
2. Change the budget a bit. We need to increase our charges before we can give staff a pay rise this year.
3. Do more work on the 3 bids we have started. We need new money this year for different reasons.
4. Clare, Tina and Michael will prepare for the meeting with the college
5. Rowena will talk to all the trustees, Tina and Michael and then write her report
6. Finish the changes to the Thurs night adult group



Date of next meeting – Tues 10th March 2020