
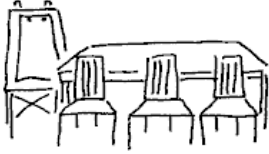
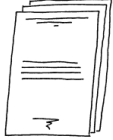







	People Matters Committee meeting	
	Tuesday 19 <sup>th</sup> January 2021. 5.30pm By video conference.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Kate Masters
Georgina Turner	Rowena Herbert	
People who wanted to come to the meeting but couldn't		
Maisie Hirschhorn	Clare Hirschhorn	

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


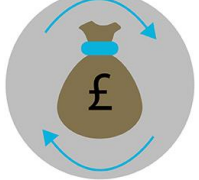

### Actions from December meeting

	1. We will organise data protection training for all trustees. They will start by doing the training that all staff do.
	2. Trustee's will do health and safety training later in the year after data protection training.
	3. Kate is now appointed as treasurer and is having an induction so she can learn about the organisation
	4. Budget development has been started and the software system we need will be included


## Things that we always talk about






	<p><b>Keeping people safe</b> – one member is hurting themselves. We are working with adult social care to support them</p>
	<p><b>Keeping people's information safe</b> – 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><b>Health and Safety</b> – nothing to report but we will look at the health and safety annual report at the next meeting.</p>

## Financial Report



	<p>The November accounts were shorter than normal because we have a software problem. We will share the full ones when we can.</p>
	<p>Our money going in and out of the bank is carrying on looking a lot better than last year.</p>
	<p>Mike has started to plan our budget for next year. Kate and Mike will meet to talk about the budget so it is ready to agree at the next board meeting. We need to remember that the National Living Wage will be going up when we decide on any pay changes for staff. We will have to increase our charge for support that we ask the council for.</p>

## Other things to talk about

	<p>We talked about our bid to the National Lottery so we can carry on the Teens groups. This is finished and sent in. We are waiting to hear news about it.</p>
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	<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>We talked about people getting vaccinated for COVID 19. Most staff have now had their first jab. Not everyone can do this. We need to watch out to see how to carry on keeping people as safe as we can.</p>
	<p>We are still waiting for the HR support we asked for from Lloyd's</p>
	<p>There was a question about staff changes. One member of staff had stepped down from their job role. Trustees had not been told in a report at the last meeting. The report was on different part of our work. We said that it was important that the board heard about big changes.</p>

## Actions

	<ol style="list-style-type: none"> <li>1. Trustees to look at health and safety messages in an annual report</li> <li>2. Share our November accounts with trustees when the problems with our accounts software are sorted out</li> <li>3. Make sure the forecast for our money in the bank is done for the next year</li> <li>4. Kate and Michael to work on the budget for next year and share with trustees at the meeting in March</li> <li>5. Use support to work on a new plan for People Matters</li> </ol>
	<p>Date of next meeting – Tuesday 9<sup>th</sup> March 2021.</p>