


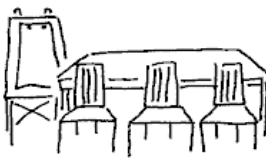
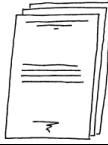








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|  | | | People Matters Committee meeting |
|  | | | Tuesday 18 th January 2022 By Zoom |
| People who came to the meeting | | | |
| Susan Moreland | Jonathan Cravitz | Rowena Herbert | |
| Maisie Hirschhorn | Clare Hirschhorn | Georgina Turner | |
| 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 | | | |
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|  | We started the meeting with some training on keeping people's information safe. Trustees and managers need to know what do about this. |
|  | 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 December are approved |

Actions from December meeting


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|  | 1. There is a new form about people's possible conflicts of interest. This has been checked. Now trustees and managers need to complete it. |
|  | 2. We have training on keeping people's information safe will happen at the beginning of the meeting |

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|  | <p>3. We have looked at the difference between our plan and what we have spent and found a mistake. We will sort this out for next year. Until then we will have a different report worked out separately.</p> |
|  | <p>4. Georgina came to the meeting about how our logo might change.</p> |
|  | <p>5. Everyone agreed to do some Health and Safety training before the meeting in June. Tina will book this.</p> |
|  | <p>6. 3 people said they would help Tina look at the Pay policy she is writing</p> |





Things that we always talk about

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|  | <p>Keeping people safe – 3 things happened since the last meeting. None needed to be reported. 2 were in groups one was at home with family.</p> |
|  | <p>Keeping people's information safe – We have now done the training for trustees and managers we said we needed to do.</p> |
|  | <p>Health and Safety – 1 group saw an incident when they were out. The group leader gave a statement to the police. 2 people had seizures when they were with us. Someone got knocked by a football. Everyone was OK.</p> |


Financial Report

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|  | <p>We looked at the November accounts and the cashflow. These were fine. We talked about how the plan to spend our money next year was looking. We will need to make some choices at the next meeting.</p> |
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Other things to talk about

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|  | <p>We talked about the new members council and their plans. They have asked to see the Easy Read People Matters strategy before it is finished.</p> |
|  | <p>We talked about our plans to move. The council have said that a school want the building we were planning to move to so we are writing to ask that we can still have the building. Tina will go and see them too.</p> |
|  | <p>We looked at the new logo design. Everyone said that it looked good. We want to check a design that looks a bit like it. We also want to compare some colours that could be used. The staff will now finish this off.</p> |
|  | <p>We talked about the report about the outreach services. We think that the risk about putting in the new information system needs to be written in.</p> |

Actions

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|  | <ol style="list-style-type: none">1. Everyone will complete the new conflict of interest form2. Plan the Health and Safety training for June3. 3 people will look at the Pay policy that is being written4. A group will meet with Tina and Mike to look at how the plan for our money next year is developing.5. Tina will meet with the council about our |
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| | <p>move and see if we can make this happen or get support for something different</p> <ol style="list-style-type: none">6. Tina and the managers will finish our new logo off7. Put the new information system into our list of risks8. Rowena said helping with the new system had given her a much better picture of our work. Everyone said hearing more would be good. |
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|  | <p>Date of next meeting – Tuesday 8th March 2022</p> <p>We want to hold this at Barkston House. Martin can't be there so another trustee will chair the meeting.</p> |
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