
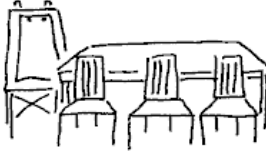
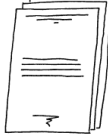





	People Matters Committee meeting	
	Tuesday 20 th July 2021 By video conference	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Rowena Herbert		Georgina Turner
Clare Hirschhorn	Maisie Hirschhorn	Tina Turnbull
People who wanted to come to the meeting but couldn't		
Michael Eastwood	Kate Masters	



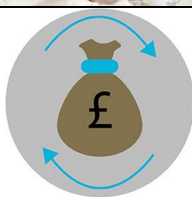
	Conflicts of interest – None	
	Notes from the meeting in June are approved	

Our HR consultant report




	Our HR consultant told us about the work she had been doing. She had talked to staff about what they thought and looked at what other charities and social care organisations do.
	Managers told her that they wanted to change our policy on how we pay staff when they are sick or have a baby and more. These are called employment benefits. They are more important than giving staff a pay rise at the moment.
	We talked about staff pay. Some staff are paid less than at other places. One member of staff has started to do more work. We agreed to give her a small pay rise.

	<p>Office staff have been working from home and flexibly during the pandemic. We need to write a new policy so everyone understands what is expected from now on.</p>
	<p>We need to check our contracts and the way we calculate annual leave to make sure it is still right.</p>

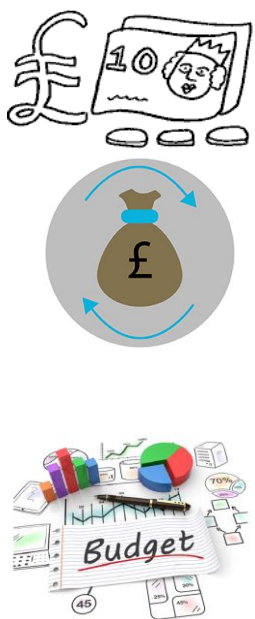
Actions from June meeting

	<p>1. Make plans to move</p>
	<p>2. Write our new sick pay policy when we agree the changes we can do</p>
	<p>3. Get our monthly accounts and cashflow back up to date for the new year</p>



Things that we always talk about

	<p>Keeping people safe – 2 people had problems with their family. We reported 1 to safeguarding</p>
	<p>Keeping people's information safe – no incidents to report</p>
	<p>Health and Safety – there were 5 different times where people had problems. At 2 we used a small amount of first aid. 1 person was very rude and aggressive. 1 person ran away from the person supporting them. 1 person was upset after a seizure.</p>


Financial Report


	<p>We looked at the April and May accounts and the cashflow. These were fine. There were no surprises.</p> <p>Mike has put some money into the budget to cover moving costs. We don't know yet how much we will need.</p>
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Other things to talk about

	<p>We have nearly finished the office staff training on the new computer system for managing all our information. We are making a plan for putting all the information about staff and members onto this and how we will start using it.</p>
	<p>We talked about the plan to have a group of trustees, staff and people from outside the organisation meet to lead our move. The trustees agreed with the rules for the group. They will meet every six weeks. This is called a terms of reference.</p>

Actions

	<ol style="list-style-type: none"> 1. Develop a new sick pay policy 2. Make the pay change we agreed 3. Develop a new flexible working policy 4. Think about the way we write staff contracts and work out holidays 5. Start the property group meetings
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	<p>Date of next meeting – Tuesday 7th September 2021</p>
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