
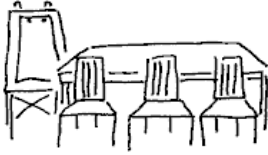






	People Matters Committee meeting	
	Tuesday 19 <sup>th</sup> July 2022 Virtual meeting online	
People who came to the meeting		
Susan Moreland	Richard Firth	Rowena Herbert
Maisie Hirschhorn	Tanya Lee	Martin Dean
Rebecca Ellis	Jonathan Cravitz	Tina Turnbull
Michael Eastwood	Georgina Turner	
People who wanted to come to the meeting but couldn't		
Clare Hirschhorn	Kate Masters	




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

### Actions from June meeting


	1. The health and safety training presentation is now on 3 rings.
	2. We are now focussing on what is important for trustees to talk about in safeguarding, data protection and health and safety at each meeting.
	3. We have now achieved the NHS DPS toolkit for digital security.

	<p>4. The Lloyds application for fundraising research support has gone in</p>
	<p>5. We decided the property near the ring road was not affordable.</p>


## Things that we always talk about

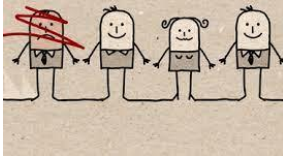
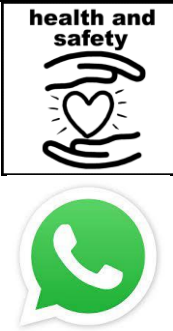
	<p><b>Keeping people safe</b> – there were 7 minor incidents and 1 more concerning incident. This was about a member who was being unsafe online. We are involving safeguarding and the family to help keep them safe.</p>
	<p><b>Keeping people's information safe</b> – there was 1 minor incident which did not need to be reported. We can now wipe staff phones remotely and will be setting this up</p>
	<p><b>Health and Safety</b> – There were 17 small health and safety incidents and 1 more concerning risk of choking with a member. We are working with others including NHS staff to reduce this risk.</p>

## Financial Report



	<p>We looked at the June accounts summary and the cashflow. We are still a small amount behind our plan for delivering support because some staff have left and it is difficult to find new staff.</p>
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## What has being happening


	<p>We looked at reports about what has been happening in support. The team have been having problems with people leaving and recruiting new staff too.</p>
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	<p>We looked at what we could do if we were short of staff. We are worried about having enough staff for the residential in August. Tina has signed us up to a 'staff portability framework' to borrow staff from other organisations if we can't manage.</p>
	<p>We have been trying to talk to the council about our staff shortages. They are struggling too. We have said to them how we will deal with shortages. We will make sure we keep members safe. We have said that we will give members access to digital support if we have to miss sessions.</p>

### Developments

	<p>Mike shared lots of different calculations about how our money might come in and go out. This is called a sensitivity analysis. We used these to decide how to improve staff pay.</p> <p>Trustees decided how to raise support staff pay and how to increase other staff pay. Tina will let everyone know and the change will happen on 1<sup>st</sup> August.</p>
	<p>Everyone looked at the feedback from the office team about our new MIS system. It has been hard work to change to this system. The office team don't like it but they don't want to change again now. We still need feedback from support staff.</p>

### Other things to talk about

	<p>We looked at the annual report from the Teens and Twenties project. This report gets sent to the National Lottery.</p> <p>Everyone thought the report was really good and showed lots of good feedback. Trustees wanted to congratulate staff on all their work. The project has gone really well in its first year.</p>
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## Actions



1. Use the staff portability framework if needed so we can staff the residential safely
2. Make sure the council are aware of the changes we are making due to being short staffed
3. Start paying staff at the new agreed rates from 1<sup>st</sup> September.
4. Keep monitoring staffing levels and service delivery to make sure our financial position does not get any worse
5. Look at the MIS feedback from the support staff
6. Feedback to staff about the Teens and Twenties report



Date of next meeting – Tuesday 6<sup>th</sup> September 2022