
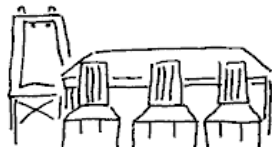








	People Matters Committee meeting	
	Tuesday 8 <sup>th</sup> June 2021 By video conference	
People who came to the meeting		
Susan Moreland	Sally Jude	Jonathan Cravitz
Rowena Herbert	Michael Eastwood	Kate Masters
Georgina Turner	Rowena Herbert	
People who wanted to come to the meeting but couldn't		
Tina Turnbull	Richard Firth	Clare Hirschorn
Maisie Hirschhorn		
	Conflicts of interest – None	
	Notes from the meeting in April are approved	

### Actions from June meeting




	<p>1 Trustee H&amp;S training still outstanding What are the trustee's responsibilities? External provider / Charity commission website Susan to investigate</p>
	<p>2 Members council to start Members survey been sent out</p>
	<p>3 <b>Eagerly</b> awaiting the return of Tina</p>
	<p>4 Staff vaccinations - still 85%</p> <p>5 External HR review on SMT ongoing</p>

	<p>6 Sally and Saul has started data collection for staff who drive regarding business cover on driving licences - ongoing</p>
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**Things that we always talk about**

  	<p><b>Keeping people safe</b> – one issue reported to social worker - no immediate action required</p> <p><b>Keeping people’s information safe</b> – no incidents to report IG Audit and cyber essentials policies to update</p> <p><b>Health and Safety</b> – 3 x first aid administered</p>
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**Financial Report**


  	<p>March 2021 year end - discussed whether to send accounts to Auditor in Tina absence Agreed should but Tina has now seen and approved so action done</p> <p>Mike informed the board about rate increase approval from ASC to £XX.XX per hour</p> <p>Budget loading onto sage agreed needed doing and Mike and Kate were on with this task</p>
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## Other things to talk about

	<p>MIS implementation - Mike and Sally had been training all day prior to board meeting so were frazzled</p> <p>Rowena as board sponsor agreed with the extra session done for scoping</p> <p>All of us aware that it is going to have teething issues but that the move forward to a less cumbersome system was needed</p>
	<p>Property - Andrew Gledhill came back and agreed a good site</p> <p>Do we want full repair lease ? 10 – 15 years?</p> <p>Survey needed on heating and tree's</p> <p>Site visit planned on 15 June 21 with Tina / Rowena / Sally / Mike / Kate / Leah</p> <p>Discussed additional input we may need - survey - do any trustee's know of anyone who we could approach</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>Strategic plan - invite back on 20/7/2021</p>
	<p>Hr support from Lloyds ( Roots HR ) has started</p>
	<p>Sick leave policy</p> <p>Agreed one was needed but we are paying full salaries up to 31 July due to infection grants</p> <p>Need to establish a benchmark from other similar organisations and it should be across the whole staff</p> <p>Should it be linked to service length?</p> <p>Policy implementation has high level of bureaucracy which must be factored in - is there a staff member who can undertake this ?</p> <p>Action - Mike to factor a level of sickness in the budget</p>

	Susan to provide information for Scholemoor Beacon
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**Actions**

 A hand-drawn icon of a notepad titled 'To Do List' with a checklist numbered 1 to 4. A hand is shown writing on the list with a pen.	<ol style="list-style-type: none"><li>1. Property proposal needed ASAP</li><li>2. Sick pay needs to be done before the grants expire</li><li>3. April / May accounts with budget and variance to present</li><li>4. Cash flow to present - V Healthy</li><li>5. MIS update</li></ol>
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 A hand-drawn icon of a calendar page with the word 'DATES:-' written on it.	Date of next meeting – Tuesday 20 <sup>th</sup> July 2021
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