

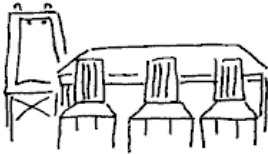






	People Matters Committee meeting	
	Tuesday 7 <sup>th</sup> June 2022 Barkston House	
People who came to the meeting		
Kate Masters		Rowena Herbert
Maisie Hirschhorn	Tanya Lee	Martin Dean
Rebecca Ellis	Jonathan Cravitz	Tina Turnbull
Michael Eastwood	Susan Moreland	
People who wanted to come to the meeting but couldn't		
Clare Hirschhorn	Georgina Turner	Richard Firth




	We started the meeting with a session on health and safety training for trustees and managers. It was good to hear that we manage health and safety in the way it is expected. The trainer will share their presentation.
	Conflicts of interest – None
	Notes from the meeting in April are approved

### Actions from April meeting


	1. We have closed down the 21/22 accounts and started the 22/23 ones.
	2. We are sending our accounts to Anna so she can do the check and get our financial accounts ready

	<p>3. The information we are sharing for our 20th anniversary year is being designed now.</p>
	<p>4. We are looking at the members council video this evening. It has been shared on social media too.</p>
	<p>5. We are carrying on with collecting and sharing member stories.</p>




### Things that we always talk about

  	<p><b>Keeping people safe</b> – there were 4 safeguarding incidents. 3 of these were small but 1 was more concerning. We talked about how these were reported so it was clear what trustees should concentrate upon.</p> <p><b>Keeping people's information safe</b> – We talked about the annual data protection report. In the last year there was 1 incident we reported to the Information Commissioners Office. They said they didn't want to investigate this. We heard about the improvements we have been doing.</p> <p><b>Health and Safety</b> – There were 12 small health and safety incidents. Trustees were concerned about a member not being able to afford to buy toilet paper.</p>
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### Financial Report

	<p>We looked at the April and May accounts summary and the cashflow. It looked a bit different. This will be back as normal for our next meeting. The trustees saw we were a small amount behind our plan for delivering support in April.</p>
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## Developments

 An illustration showing a stack of coins on the left, with three small potted plants of increasing height to the right, symbolizing financial growth and investment.	<p>We looked at the financial strategy. It is the last piece of our new organisational strategy. The reserves section is now much better. Trustees said we should use the Lloyd's support to investigate fundraising.</p>
 An illustration of three people sitting around a table, with speech bubbles above them, representing a council meeting or discussion.	<p>We looked at the members council minutes and watched their new video on mental health. Everyone thought this was very good. They liked that we had been sharing it on social media.</p>
 An illustration of architectural blueprints with a yellow pencil and a ruler, representing property planning and construction.	<p>We talked about what was happening about property and agreed that Tina should talk to the person supporting us to see if we could put a bid in that we could afford for the property near the ring road</p>

## Other things to talk about

 An illustration showing a smartphone with a checkmark, surrounded by various icons representing feedback, such as a thumbs up, a speech bubble, and a document, symbolizing a report on complaints and compliments.	<p>We looked at the annual complaints and compliments report. Everyone agreed that it was good to see the compliments. We talked about there being hardly any complaints and whether people knew how to complain. This information is on the wall in each member room and on the website. We decided that solving problems early before they become proper complaints was what we wanted to carry on doing.</p>
 An illustration of three people sitting around a table, with speech bubbles above them, representing a meeting or discussion about social groups and volunteers.	<p>We looked at the social groups report and the volunteers report. These were good to see. It is nearly time to do the annual Teens and Twenties report for the lottery.</p>

## Actions



1. Put the health and safety training presentation onto 3 rings.
2. Think about how to show what is important for trustees to talk about in safeguarding, data protection and health and safety at each meeting.
3. Submit our application for the NHS toolkit as we plan.
4. Put in the application to Lloyds for fundraising research support
5. Work with Kris to see if we can put in an affordable offer for the property near the ring road.



Date of next meeting – Tuesday 19<sup>th</sup> July 2022