
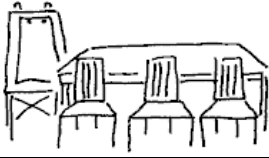
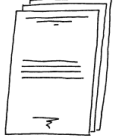






	People Matters Committee meeting	
	Tuesday 10 th March 2020.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
People who wanted to come to the meeting but couldn't		
Georgina Turner	Maisie Hirschhorn	Clare Hirschhorn
Rowena Herbert		



	Conflicts of interest – None
	Notes from the meeting in January are fine. We will be keeping more detailed notes too from now on.

Actions from January meeting




	1. We will talk about the report about any complaints and compliments from the past year at tonight's meeting.
	2. We have changed the budget as we discussed and will talk about it now at tonight's meeting.
	3. We have done more work on our bids news about this tonight.
	4. Clare, Tina and Michael are getting organised for the meeting with the college

	<p>5. Rowena has finished her report on the lessons we have learned with the college and we will talk about this tonight.</p>
	<p>6. The changes to the Thurs night adult group should all happen in March.</p>




Things that we always talk about







	<p>Keeping people safe – One member said they had been touch in a way they didn't like by another member. We talked to the members and their social workers. A social worker told us that a member of our staff had shared a taxi home with a member. We investigated. The member of staff will not do this again. The concern has been closed. We found out that a member's bank card may have been used by someone else outside People Matters and reported it to adult safeguarding</p>
	<p>Keeping people's information safe – nothing to report</p>
	<p>Health and Safety – Fire officer for the council inspected Barkston House in February and we are waiting to see his report</p>
	<p>Complaints and compliments – We looked at the annual report. There have been no formal complaints. The board thinks that we need to do more to find out what people are thinking. We will put up easy read posters so people know more about how to complain. We will also think more about how we collect feedback.</p>

Financial Report


	<p>We looked at the January accounts. It has been another good month. February won't be as good because it is a short month.</p>
	<p>We still don't have much in the bank. Mike told us about how our money is going in and out of the bank. This is called our cashflow. March will go down but April should be better as long as we get the money from term 2 of adult learning. We need to see what this looks like after the lottery finishes in August.</p>
	<p>We looked at the budget and found a problem that needs sorting out. We also need to know that the council will agree to the change in fee we have asked for.</p>

Other things to talk about


	<p>We looked at the lessons learned review from Rowena. Tina will send in the summary to the council. We need to consider how the board looks at finance more deeply.</p> <ul style="list-style-type: none"> - The review suggests a finance committee. We discussed if this would work in the best way for us - We will need to think about the skills gaps in the board. - We need to introduce our new template plan for how we look at our accounts that shows the variance in April
	<p>Tina has looked at our business plan from 2018 and designed a new 'plan on a page' that we looked at. We made a few changes to it. It needs to be sent to the council. We can use this to help write a new full business plan.</p>
	<p>We discussed what was happening with the different bids we have made.</p> <ul style="list-style-type: none"> - Lloyd's Bank Foundation has moved us

 	<p>onto the next stage with a meeting. Jonathan and Richard will go to this with Tina and Sally. Tina will send the papers for this to Jonathan and Richard.</p> <ul style="list-style-type: none"> - We are still waiting for news for our bid to the lottery. - Tina has had an interview with Untld for support for the employment service.
	<p>Clare, Tina and Michael are waiting for a response from the college about the solicitor's letter. No date is set for this yet. We think it will happen in April.</p>
	<p>We talked about the operational reports. These still need more work on comparing against targets.</p> <p>The Teens exit strategy is nearly finished. We looked at who would have extra hours and that they would need to finish doing these if we don't get our new bid. Some people may need to look at doing some extra support work.</p>
	<p>We talked about planning in case the coronavirus got serious. It could cause us a big problem if we have to stop doing a lot of our work. Tina is writing our plan. She will be asking some trustees to feedback too.</p>
	<p>We are finalists in the Leeds Care Awards. We decided that Georgina should represent the trustees at the awards. A mix of different staff will also go.</p>

Actions

	<ol style="list-style-type: none"> 1. Tina will send the Lloyd's application to Jonathan and Richard 2. Put an easy read complaints poster in the classrooms 3. Make sure we improve how we ask for feedback and understand what members want 4. Change our cashflow as it is taking a long time to finish everything with the college
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	<ol style="list-style-type: none">5. Think about how we plan to use the last of the lottery funding6. We still need to take a decision on staff pay but can't do this yet as we need to know what the council will do and sort out a small error in the budget7. Send our lessons learned summary to the council8. Work out what skills we have missing on the board
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	Date of next meeting – Tues 28 th April 2020
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