
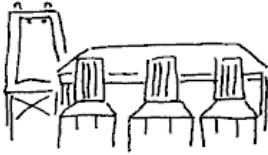


	People Matters Committee meeting	
	Tuesday 9 th March 2021. 5.30pm By video conference following a presentation by Alan Lawrie for strategic planning	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Kate Masters
Georgina Turner	Rowena Herbert	Maisie Hirschhorn
People who wanted to come to the meeting but couldn't		
	Clare Hirschhorn	




	Conflicts of interest – None
	Notes from the meeting in January are fine.

Actions from March meeting


	1 Business strategy - decided an extra session was needed to discuss the business plan Alan developing by May / June 2021
	2. Kate had not received memory stick for trustee training.
	3. Property issue - health & safety and its implications on delivery to wheelchair users. Discussed the main blocking issue is the priorities of LCC BUT we need to be more proactive in finding a solution to the building 4. Agreed the building needs to be included

	<p>in the strategic plan and we talked about pushing council officers regarding relocation.</p> <ol style="list-style-type: none"> 5. Discussed annual health and safety report - it was agreed that not all minor incidents / near misses are reported 6. Tina to return to the council to highlight the fire risks to members - could we get other tenants of Barkston House to reinforce the issues 7. The MIS system has now been purchased with the workplace grant and the payment left the bank on March 29th in line with the grant conditions of spend happening before March 31st 2021 8. Kevin Bishop is leading on this but due to paternity leave the start date has been postponed to June. 9. Congratulations to Kevin and Lucy on the birth of baby JACK !!






Things that we always talk about

  	<p>Keeping people safe –</p> <p>Keeping people’s information safe – our data protection project is moving forwards. A list of things to do is being written. One of these is that trustees should do training.</p> <p>Health and Safety –</p>
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Financial Report

	<p>Budget for 21-22 was approved - Mike and Kate continuing to load this onto sage</p> <p>December management accounts were presented and discussed along with the balance sheet and cash flows - both of which it was agreed were looking very healthy.</p> <p>The finance sub committee has met for the first time and reports are provided for this meeting at their request.</p> <p>Timing questions were asked of Mike in relation to the production of the management reports - this will be discussed at the meeting as Mike and Kate have spoken regarding the issue</p>
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Other things to talk about

	<p>Lottery funding has been successful</p>
	<p>We looked at the board skills check. One big message is that we should do more about being diverse. We have had staff speak out on this too. We need to plan to do work on this.</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>We talked about people getting vaccinated for COVID 19. Most staff have now had their second jab. Not everyone can do this. We need to watch out to see how to carry on keeping people as safe as we can.</p>
	<p>We are still waiting for the HR support we asked for from Lloyd's</p>



To discuss new role created by the receipt of Lottery grant

Actions



1. Discuss property
2. Share our January/February accounts and associated reports
3. Use support to work on a new plan for People Matters



Date of next meeting – Tuesday 27th April 2021