
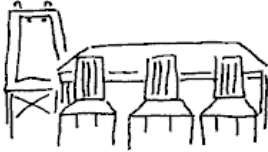









	People Matters Committee meeting	
	Tuesday 8 th March 2022 At Barkston House	
People who came to the meeting		
Kate Masters	Richard Firth	Rowena Herbert
Maisie Hirschhorn	Tanya Lee	Georgina Turner
Rebecca Ellis	Michael Eastwood	Tina Turnbull
Rowena chaired the meeting as Martin was absent.		
People who wanted to come to the meeting but couldn't		
Martin Dean	Susan Moreland	Jonathan Cravitz
Clare Hirschhorn		



	Conflicts of interest – Rowena said she is now an assessor for Henry Smith. We have a grant from this charitable foundation.
	Notes from the meeting in January are approved


Actions from January meeting

	1. People have been completing the declarations of interest form. We are still waiting for a few
	2. The Health and Safety training for trustees is booked for June
	3. 3 people have looked at the Pay Policy with Tina




	<p>4. A group met with Tina and Mike and looked at how the plan for our money next year has been developing.</p>
	<p>5. Tina met with the council about our move. The move we had planned will not happen but they have said that they will look for other possibilities.</p>
	<p>6. Tina and the managers are finishing our new logo. It will be ready for our 20th anniversary.</p>
	<p>7. The new information system is now on our list of risks</p>
	<p>8. Collecting and sharing more member stories is on our action plan.</p>

Things that we always talk about



	<p>Keeping people safe – We talked about 5 times when we needed to keep people safe. One involved People Matters and had been looked at by safeguarding. Although no they closed it we have decided we want to look at a way of better reporting possible member illness.</p>
	<p>Keeping people's information safe – We discussed who would be holding the new data protection roles. Tina will be the Caldicott Guardian as well as the data protection officer. Sally will be the senior information risk owner.</p>

	<p>Health and Safety – There were 8 different health and safety issues. 7 were dealt with properly. 1 involved a missed positive lateral flow test result. No infection happened and the person went home when it was found.</p>
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Developments

	<p>We looked at our new pay policy and the information that goes with it. This will give us the help we need to take decisions on pay for our staff in the future.</p> <p>We said that with the new national living wage all staff who earned less than £9.50 ph would need an increase from 1st April. We are still waiting for the local authority to make a decision on agreeing our charge rate too.</p>
	<p>We are expecting a grant to pay staff some extra money. Because this is taking so long we agreed to pay this as a bonus in March when we have it.</p>
	<p>We looked at our reserves policy and talked about what we needed reserves for. This included delays in getting paid and for future developments including moving. We decided we did need to carry on building this.</p>


Financial Report

 	<p>We looked at the December and January accounts and the cashflow. December was fine but we spent a little more than we earned in January. This was due to some 'one off' expenses.</p> <p>We talked about how the plan to spend our money next year. Everyone agreed the plan but we know we will have to make some changes if the council pay us less than we have asked for. We also need to make sure our plan is working before we agree the pay rises for staff in the summer. We will look at this in July.</p>
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Other things to talk about

	<p>We saw the new strategy action plan. Every part now has things to do and people leading the work so we can make the changes we want to.</p>
	<p>Tina and Clare talked about where we have now got to with property. The move we have planned to Enterprise Way will not be happening. We have agreed to follow a few different things up to see which we can get to work. We are</p> <ul style="list-style-type: none"> • Looking for commercial property for sale and to lease. • Carrying on talking to the council. They have mentioned 2 other buildings for us to think about. 1 we agreed was too far out of Leeds • Talking to a land owner and a company who change large containers into buildings
	<p>We talked about the members council minutes. People liked the feedback about the easy read version of the strategy. They also liked the plan the council has about mental health. The updated members guide should go out in May as part of our 20th anniversary.</p>
	<p>We saw the reports about Nourishing People, the well-being project and our IT and facilities. Tina is asking Lloyd's for a consultant to support business development at Nourishing People.</p>

Actions

	<ol style="list-style-type: none"> 1. Look at using the soft signs of illness framework 2. Tina to register as a Caldicott Guardian 3. Increase the pay of staff from 1st April if they are affected by the change in the national living wage 4. Pay staff the planned bonus when the funding for this arrives
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	<ol style="list-style-type: none">5. Put the reserves policy into the main strategy6. Bring back the proposed pay change for staff to the meeting in July to decide if we can afford this7. Review how we are doing with the action plan later in the year.8. Follow up the different options for property9. Send out the members guide when its ready
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	Date of next meeting – Tuesday 26 th April 2022
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