
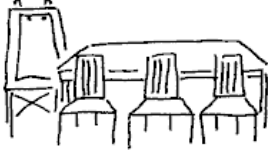






	People Matters Committee meeting	
	Tuesday 19 <sup>th</sup> October 2021 68a Barkston House	
People who came to the meeting		
Susan Moreland	Jonathan Cravitz	Rowena Herbert
Maisie Hirschhorn	Clare Hirschhorn	Georgina Turner
Kate Masters	Michael Eastwood	Tina Turnbull
Richard Firth		
People who wanted to come to the meeting but couldn't		




	Conflicts of interest – None
	Notes from the meeting in September are approved

### **Actions from September meeting**



	1. Our accounts for 2020-2021 are ready to approve at this meeting
	2. Feedback sent in about our new plan
	3. Michael has been looking at the loans we can take out. He is waiting for more information to come back

	<p>4. Clare, Maisie and Richard will meet with the people who may become a trustee</p>
	<p>5. Our October meeting is being held at Barkston House</p>







### Things that we always talk about

  	<p><b>Keeping people safe</b> – there were 3 incidents. We reported one to safeguarding. It involved an ex-member of staff. The others were not serious. We looked at the annual safeguarding report.</p> <p><b>Keeping people’s information safe</b> – An ex member of staff has been contacting members. We reported this to the Information Commissioners Office. They decided to take no action</p> <p><b>Health and Safety</b> – There were 5 incidents involving staff and members. There was a mixture of things happening and managers have supported everyone in the right way.</p>
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### Financial Report

 	<p>We looked at the August and September accounts and the cashflow. These were fine. There were no surprises.</p> <p>Our accounts from 20/21 are now ready. Trustees approved them. We will send them to the Charities Commission after the AGM</p>
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## Other things to talk about

	<p>We looked at how our plan for People Matters is getting on. Everyone wanted an action plan to go in as well as writing about who we are and what is important to us. We want to be able to see that our plan is being delivered. Tina will work on this with the managers.</p>
	<p>We heard from Clare, Kate and Tina about what happened in the property meeting. We talked about the loans we are looking at and how much we know about the cost of moving so far. Tina is writing a 'Heads of Terms'. This helps everyone understand what our lease may look like.</p>
	<p>We talked about how recruiting staff is becoming more difficult. Staff that are starting to work for us are often new to social care. We said that we needed to be careful to take on the right staff. This means it will take longer to start supporting new people. We don't want to do so much new work that we don't do our work well.</p>
	<p>Our members council had its first meeting. Maisie told us what happened. There is going to be a theme on mental health this year. The next meeting is on 15<sup>th</sup> December.</p>
	<p>We looked at our business risk register. The big risks for the year are,</p> <ul style="list-style-type: none"> <li>• Covid and infection control</li> <li>• Moving and getting the right money organised for this</li> <li>• Recruiting the right new staff</li> <li>• The council being short of money so they can't pay for all the charge increase we need</li> </ul>
	<p>We discussed our AGM. We expect people will want a Christmas party. We need to keep both safe and decided to hold these as two separate things. Tina will work with staff to get these organised. She will tell everyone what is happening.</p>

Inspected and rated

Good



CQC have asked us to complete their PIR form. This normally means an inspection will happen. CQC have not inspected us for 3 years. We think they just go to see places they think are a risk because of COVID. They keep sending us messages that they don't need to do an inspection this month. It might change though, and we want to be ready.

## Actions



1. Send our accounts to the Charities Commission
2. Develop an action plan for the People Matters plan so we can see if we are being successful
3. Develop a plan for our staff and volunteers
4. Change our reserves policy so it works better for us
5. Finish and send in our proposal for the new building
6. Organise the AGM and annual report



Date of next meeting – Thursday 2<sup>nd</sup> December 2021 at Barkston House