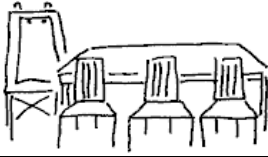











	People Matters Committee meeting	
	Tuesday 8 th September 2020. By video conference.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
Georgina Turner	Rowena Herbert	
People who wanted to come to the meeting but couldn't		
Clare Hirschhorn	Maisie Hirschhorn	




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

Actions from July meeting

	1. Staff survey results received by trustees
	2. All staff received thank you notes for their work during lockdown
	3. Training planned for October board meeting on trustee safeguarding responsibilities Everyone to receive access to online safeguarding training/send evidence that they have already done this

	<p>4. The form that shows how our money is used compares with how we planned to spend it has been designed</p>
	<p>5. We can't use the infection control grant money on IT to help with remote working and support</p>
	<p>6. We know how much it will cost to repair the ground floor unit at Barkston House. It is very expensive and we should only do this if we spend a long time there. A group of trustees supported Tina to find the cost and make this choice.</p>
	<p>7. Our new treasurer vacancy has been advertised.</p>
	<p>8. We will talk about how to hold our AGM at this meeting</p>

Things that we always talk about

  	<p>Keeping people safe – nothing to report. We will be doing safeguarding training for trustees in October</p> <p>Keeping people's information safe – one member of staff lost their work mobile but it was password protected</p> <p>Health and Safety – all our COVID risks forms and keeping safe instructions for staff have been written and shared</p>
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Financial Report



We looked at the June and July accounts. Both months have been fine. We have had some grant money because of COVID and need to spend this before the end date. The council have said we don't have to pay our rent for the 1st 3 months of the year.



Mike told us about how our money is going in and out of the bank. This is called our cashflow. We also looked at our balance sheet. Things carry on changing so it is still difficult to be exact when we predict to the end of the year. The good news is that the grants make our bank balance much better than earlier in the year but we need to know that everything will be OK as we look ahead.










We looked at the new form we have. This compares how we are spending money with how we planned to spend it. We have the comparisons for the first 4 months of the year. We still need a sheet that adds up the totals so far. There is more to do so we can share key information with managers.

Other things to talk about



We talked about Barkston House. It isn't right to spend the money on the unit on the ground floor at the moment. Instead we have been swapping the office with the meeting room and the art room. This will help keep everyone safe.

The council are suggesting we move. We talked about a possible new building they are suggesting. We need a lot more information from them to help us decide what to do.

	<p>We looked at the skills audit for the board. This now needs everyone to complete the form.</p>
	<p>We talked about the AGM again. The plan is to do it by Zoom. We expect it to be quieter. Tina will check that trustees contribute to being quorate.</p>
	<p>The advert for our new treasurer is now out. Everyone needs to talk about it with anyone they know who could be interested. Rowena will ask a contact in Bradford about how they find trustees.</p> <p>We decided that trustees have the skills in the short term to look at the accounts but we do need a treasurer after Steve leaves.</p>
	<p>We need some help with an HR project. Tina has written some instructions and Richard has checked them for Susan. We agreed to send them to the organisation that is going to help us. Lloyds Bank foundation will pay for this.</p>
	<p>We talked about adult learning. The contract has been reduced this year. The conditions are difficult to meet. We will talk to the council about what to do. We may need to look for different funding to do this type of activity.</p>
	<p>We are thinking about how we take decisions about how our services might need to change if more people in Leeds get COVID. We want to carry on as much as we can and keep people safe.</p>
	<p>We talked about the staff survey. Staff said lots of positive things. They are concerned about their pay. Trustees need to consider this when pay rates are next reviewed.</p>

Actions



1. Rowena to ask Volunteering Bradford about how they find trustees successfully.
2. Tina to look at our constitution to check the rules of membership so we can be sure about having enough people at our AGM.
3. Send the instructions to the HR consultants
4. Do a version of the cashflow without the COVID monies to check our performance
5. Do a version of the variance with the cumulative totals for the year in.
6. Work on sharing key budget information with managers
7. Share information from the council with trustees on the possible new building when we get this
8. All trustees to complete the boards skills audit form and send back
9. Speak to the council about our adult learning contract. If we can't get any changes we need to think about how else we can fund this work.



Date of next meeting – Tuesday 20th October 2020