
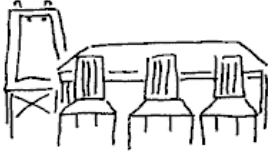






	People Matters Committee meeting	
	Tuesday 7 th September 2021 By video conference	
People who came to the meeting		
Susan Moreland	Jonathan Cravitz	Rowena Herbert
Maisie Hirschhorn	Clare Hirschhorn	Georgina Turner
Kate Masters	Michael Eastwood	Tina Turnbull
People who wanted to come to the meeting but couldn't		
Richard Firth		




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

Actions from July meeting



	1. We have written new sick pay information for staff. Managers helped Tina do this. All staff have been sent this.
	2. The pay change we agreed has been done.
	3. We still need to write information on flexible working so all staff understand what we do.

	<p>4. We have looked at the way we write staff contracts. Our HR consultant hadn't looked at our induction. The extra things are in this. We will check the way we work out staff holidays before the next meeting.</p>
	<p>5. The property group meetings started on 5th August</p>








Things that we always talk about

  	<p>Keeping people safe – no incidents to report</p> <p>Keeping people's information safe – we told someone outside People Matters about a member of staff's vaccination. We think we shouldn't have done this so we talked to everyone involved.</p> <p>Health and Safety – There were 11 incidents involving staff and members. There was a mixture of things happening and managers have supported everyone in the right way. We have got better at reporting things. Lots were small, some happened outside People Matters sessions.</p>
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Financial Report

 	<p>We looked at the June and July accounts and the cashflow. These were fine. There were no surprises.</p> <p>Our accountant Anna still has our accounts from last year. They will be ready to approve at the October meeting. We will then send them to the Charities Commission</p>
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Other things to talk about

	<p>We looked at the latest work on our new plan for People Matters. We decided we need to say different things for staff and to share with other people. Some of the group will send Tina feedback so we can carry on to get this right.</p>
	<p>Work is carrying on with our new computer system to manage what we do. It is a big piece of work to get this going. We will test it out with a small group first.</p>
	<p>We talked about the first property meeting and the work that is happening. It looks as though we will need to take a loan out. Mike will look at what is available. We are working out how much we might need. We need to carry on finding out more about this.</p>
	<p>We looked at the reports from Teens and Employment support. These had useful information in them. The trustees did not need to ask for any changes.</p>
	<p>One trustee asked for more support to take part in meetings more. We will ask Sally to start to do this.</p>
	<p>We have advertised for new trustees and a new chair of trustees. A group needs to get together to see anyone who wants to do this.</p>
	<p>We decided to do our October meeting at Barkston House together.</p>

Actions

	<ol style="list-style-type: none"> 1. Get our accounts ready to approve in October 2. Send feedback to Tina about our new plan 3. Look at the sorts of loans we can take out ready for when we know how much we need to borrow
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	<p>4. A group needs to meet with anyone who wants to be a new trustee</p> <p>5. Do the next meeting at Barkston House</p>
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	<p>Date of next meeting – Tuesday 19th October 2021</p>
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