
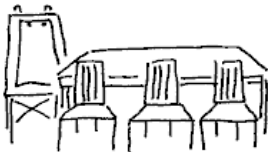

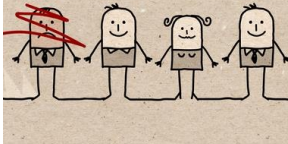





	People Matters Committee meeting	
	Tuesday 6 th September 2022 At Barkston House and by Zoom	
People who came to the meeting		
Susan Moreland	Richard Firth	Rowena Herbert
Maisie Hirschhorn	Tanya Lee	Martin Dean
Rebecca Ellis	Jonathan Cravitz	Tina Turnbull
Michael Eastwood		Kate Masters
People who wanted to come to the meeting but couldn't		
Clare Hirschhorn	Georgina Turner	




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

Actions from July meeting


	1. We have asked for the staff portability framework to be used so we can staff the residential safely
	2. The council are aware of the changes we are making due to being short staffed
	3. New pay rates for staff have been started.


	<p>4. We keep checking staffing levels and service delivery to make sure our money does not get any worse</p>
	<p>5. We are looking at the MIS feedback from staff</p>
	<p>6. Staff involved in Teens and Twenties have been thanked on behalf of trustees</p>

Things that we always talk about






	<p>Keeping people safe – there were 7 minor incidents and 3 more concerning incidents. All these bigger ones did not involve our staff but we followed them up and reported</p>
	<p>Keeping people's information safe – there was 1 minor incident which did not need to be reported.</p>
	<p>Health and Safety – There were 11 small health and safety incidents and 3 more concerning ones. These involved members and were followed up and/or reported.</p>

Financial Report



	<p>We looked at the July accounts summary and the cashflow. We carry on being a small amount behind our plan for delivering support because some staff have left and it is difficult to find new staff.</p>
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 <p>CHARITY COMMISSION FOR ENGLAND AND WALES</p>	<p>We looked at the draft annual report for the Charities Commission. This will be finished ready for the October meeting.</p>
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Developments

	<p>We looked at the latest version of our People Strategy. This is now finished and we approved it.</p>
	<p>Our plan for the things we will look and talk about at trustee meetings for the next year is nearly done. Tina will do a few last changes. It will help us make sure we do everything we need to in time.</p>
	<p>We looked at how we will start to make how trustees and staff have a better chance to know each other. Tina will make some changes and ask people to volunteer to get involved.</p>
	<p>We talked about the feedback from staff using the MIS system. Support staff like the app on their phones more than office staff like the main system on their computers.</p>
	<p>Tina said that we are going to stop using 3 Rings for sharing our papers for meetings. We need to look out for the new way of doing this using 'One Drive'</p>

What has being happening

	<p>We had an update on what has been happening in the office. The biggest work done in the last few months is all the data protection work and moving our HR records. We still need to do some work on our store of old files.</p>
	<p>We looked at all the staff leavers and new staff. We still have difficulty getting enough staff and we will carry on looking at this progress.</p>

Actions



1. Make sure the accounts are finished for the next board meeting
2. Finish off the plan for when we will talk about the things we need to at board meetings until December 23
3. Finish off the way trustees and staff will link up
4. Set up and share the folder where we will share all our information about our meetings



Date of next meeting – Tuesday 18th October 2022