
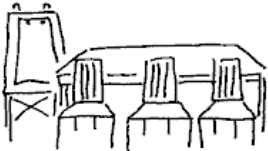
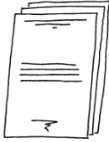



	People Matters Committee meeting	
	Tuesday 5 <sup>th</sup> March 24 online	
People who came to the meeting		
Kate Masters	Clare Hirchhorn	Maisie Hirschhorn
Rebecca Ellis	Elissa Matley	
Ian Boyd	Max Elgot	Michael Eastwood
People who wanted to come to the meeting but couldn't		
		Martin Dean
	Jonathan Cravitz	Georgina Turner

	Conflicts of interest – None	
	<ol style="list-style-type: none"> <li>1. EM to contact LCC re. submission of SCAF - done</li> <li>2. EM to contact main commissioning re. focussed meeting for outreach providers - done</li> <li>3. To consider how we approach senior commissioners once budget is release for 24/25. (poss 21/2 ish) - ongoing</li> <li>4. To work out ROI for bid writers time spent (EM) - done</li> <li>5. To update entire board on legal advice for confidential items and scheduled a meeting before Martin goes on holidays on 11<sup>th</sup> Feb (EM) - done</li> <li>6. KM/ ME/ EM – to work on budget based on a number of different scenarios (pay / uplift ) to profile over year - done</li> </ol>	

	<p>7. EM to introduce our lead MIS (Steve) and Ian to start working on plans for our MIS system - done</p> <p>8. IB to continue conversations with Paul re current IT systems and investigate support mechanisms for us. - ongoing</p> <p>9. ME to track the staffing hours monthly as well as cumulatively - done</p>
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### Things that we always talk about

  	<p><b>Keeping people safe</b> – 1 – Member concerns regarding ASC support</p> <p><b>Keeping people’s information safe</b> – 0</p> <p><b>Health and Safety</b> – 1 - Burnt coat from heater in 41 - risk assessment updated and shared</p>
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### What has being happening

	<p>See developments section 😊</p>
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### Financial Report



Presented high level draft budget based on a number of assumptions from April. Agreed we cannot make a decision on this now until we have the agreed rate from the council. Discussions around pay uplift (NMW is set) for the rest of the organisation and what that would cost.



Other costs being investigated such as accounting software costs

Support hours are up slightly down from April 23 – advert out at the moment for additional staff, Kate says it will be more useful to have the hours invoiced to be included in this as this will give us a better picture in terms of overtime etc.

Jan accounts not avail for the board due to an IT problem.

## Developments



Bids gone in –





Bid tracker – have put in over £125K of funding applications

Safer comm fund for £18K was successful to start April for one year for WB group


UKSPF - our lead partner (Better connect) bid was unsuccessful – this was for £96K and Would have kept the employment service going for 12 months. As of yet there is no funding To continue this post April 24 [REDACTED] We are preparing an impact report to send to current funders to ask for an extension.

Steve has met with Ian to discuss our MIS use, what we need it to do and if this is the best And most cost effective system to use Ian has also been investigating IT equipment in terms of deals / anything we can access free


Balfour Beatty are keen to do some volunteering days with us, EM has sent them a list of everything

	We may need
 	<p>No word from LCC re. uplift – expect it very soon</p> <p>Attended a more focussed meeting with LCC a couple of weeks ago Specifically around day opportunities (not Outreach!) but was focussed On transport costs which are not applicable to us. We have asked for A more focussed meeting around Outreach.</p>
	<p>Not much change to the FR efforts currently – expected this as Jan / Feb as difficult to FR in These months. We have an event 6/3 which I will feedback on at next board meeting</p>
<b>Confidential Minutes</b>	
	
AOB	<p>Building update – No word from LCC re. the artlink building, met with Holbeck together to look at their shared space, they don't have rent costs avail / full Details on actual space avail yet.</p>

### Actions from todays meeting

	<ol style="list-style-type: none"> <li>1. Kate and Mike to continue looking at alternative accounting softwear</li> <li>2. Ian / Steve / Paul to continue to look at alternatives to access</li> </ol>
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	<ol style="list-style-type: none"><li>3. To consider all different pay increase options once LCC rate is in</li><li>4. To set Ian up a PM email to allow him to speak to companies re. tech equip etc</li><li>5. Kate to update / advise on update for the staff turnover report</li></ol> <p>██</p> <p>██</p> <p>██</p>
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	<p>Date of next meeting 2024</p> <p>23<sup>rd</sup> April</p> <p>11<sup>th</sup> June</p> <p>16<sup>th</sup> July</p> <p>3<sup>rd</sup> September</p> <p>15<sup>th</sup> October</p> <p>5<sup>th</sup> Dec</p>
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