
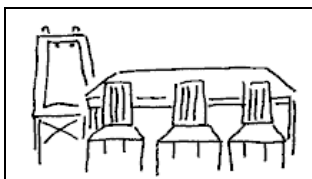





	People Matters Committee meeting	
	Tuesday 2nd February 2016	
People who came to the meeting		
Tina Turnbull	Charles Ward	Susan Moreland
Robert Rae	Rowena Herbert	
People who wanted to come to the meeting but couldn't		
Jonathan Cravitz	Kate Barrett	

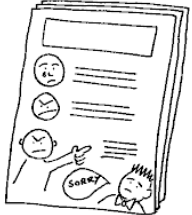
	Conflicts of interest - none
	Notes from the last meeting are fine.

### **Actions from last meeting**


	Need to register Jonathan as a Director
	Organisational policy for Health and Safety is being updated, send to directors.
	Get both the Saturday Film Club and Teens and Twenties working at full capacity.
	Reviewing both Barkston House and Strawberry Lane as future locations for the office.

	<p>Tina has met the person from Mondragon a big co-operative in Spain. This was helpful for our snack enterprise. Tina will try and keep them involved.</p>
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**Things that we always talk about**

	<p>Keeping people safe – We will be changing how and when we do DBS checks when new people start to work with us. We will start accepting DBS checks already done that are less than 18 months old. If we pay for a DBS check and the person leaves within 3 months we will charge them the cost.</p> <p>Keeping people’s information safe – There are some new rules being agreed in Europe. When this happens People Matters may need to make some changes.</p> <p>Health and Safety – The new policy has been checked by an expert. We are working on keeping our risks papers to date</p>
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**Financial Report**

	<p>We looked at the Monthly Accounts with the money we have got in and spent as usual.</p> <p>There is money in the Teens accounts because not all the groups are running yet. They are late starting because of illness.</p> <p>Outreach is doing well because we are supporting more people.</p> <p>There is less money in adult learning. We have to do more work on finding people to join courses so Sally has had to stop teaching most of the time.</p> <p>We need to talk Childrens Services about how we use this money.</p>
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**Delivery and Business development**


	<p>Teens and Twenties is too slow in getting</p>
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	<p>started up. A member of staff is off sick and we have found someone to help us for a while. We need to start new groups.</p>
	<p>Social Enterprise – The group meets every week to work on this. There is a new part time person in the office Josh to give Sally and Tina more time to work on the enterprise</p>
	<p>We have a plan to help make our work on equality better</p>
	<p>We have applied to join the Leeds group of Locality.</p>
	<p>We have agreed with Pluss to try and do more work together. This could really help with our social enterprise.</p>

### Any other business

	None
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### Actions

	<ol style="list-style-type: none"> <li>1. The board needs to have information so it can decide what to do about our office so we have enough space</li> <li>2. Get the new recruitment person Heloise to recruit new members of Teens and support the member of staff who is ill</li> <li>3. Work on the social enterprise project with the group.</li> </ol>
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	<p>Date of next meeting – Tuesday 8<sup>th</sup> March 2016 at 5.30pm</p>
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