

	People Matters Committee meeting	
	Thursday 29 th January 2015	
People who came to the meeting		
Robert Rae	Tina Turnbull	Rowena Herbert
Charles Ward	Paul Jackson	
People who wanted to come to the meeting but couldn't		
Kate Barrett	Alan Shaw	Susan Moreland

Actions from last meeting

	<p>Not as many people came to the AGM as we wanted.</p> <p>The Committee thought it might be because people had to pay to come to the Christmas party.</p> <p>Need to think about how we plan the next AGM, to make sure that as many people as possible come along.</p>
	<p>Two directors still need provide information to Companies House</p>

Things that we always talk about

	<p>Complaint</p> <p>The complaint discussed at last meeting has been closed.</p>
	<p>Outreach Service Update</p> <p>Elissa came to the meeting and told us what she has been doing.</p>

	<p>Staff have been doing a good job, even though they have not always had enough support or information about the people they are supporting.</p> <p>All staff are having regular support and supervision</p> <p>There are still some things that we need to do:</p> <ul style="list-style-type: none"> • To have a good way to provide cover when staff are off work ill • Having a computer system that means people can fill in records from home or where they are working • To have more staff to provide support to more people • By this summer to have a way of providing a yearly meeting with all staff to tell them what they are doing well and what they need to work on • There is one person who has been off sick for a while, hopefully they will be back soon <p>Thanks to Elissa for the report and her work</p> <p>Children's Service Framework Update</p> <p>People Matters have had no work through being on the framework yet.</p> <p>We are not sure exactly why, but could be because the children are too young or their support needs are too high.</p> <p>If we do not get any referrals soon we will arrange a meeting with Children's Services.</p>
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Financial Report

	<p>The finance information looks good. We are getting better at sending bills out and getting better rates from Leeds City Council.</p>
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	<p>We need to remember that Tina is not being paid a full wage at the moment. This is to make sure that we have enough money in the bank to pay our bills. This is called cash flow.</p> <p>The lottery project has finished and we will be sending some money back to the lottery that was not spent.</p>
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Business Update

	<p>We have found out about recent applications for work.</p> <p>We did not get the work to provide the information service or South Leeds Day service.</p> <p>We will find out in March/April 2015 if we have got the lottery money.</p> <p>The Police Commissioner has given us £3700 to run 'Keep Yourself Safe' courses</p> <p>We have applied with Health for All to provide workshops for people who have health problems that they have had for a long time, called long term conditions.</p> <p>This is not the sort of work that we usually do but does use the skills that People Matters has got. If we are successful the amount of money would be £75000, we should know in April 2015.</p> <p>Putting in funding applications is a lot of work, and it was agreed that we would spend time in the organisation making sure that things are running well.</p>
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1. To think about the best way and time to apply for money to help us do a good job. This could be from an organisation like key fund.

Community Enterprise Checker



Taking part in the community enterprise checker has had an extra benefit.

We have now had a meeting and may get help with business planning. This could provide more money for People Matters.

We hope that we get accepted onto the programme.



Date of next meeting – we will change the meeting date to a Tuesday. Tina will send round new dates.