



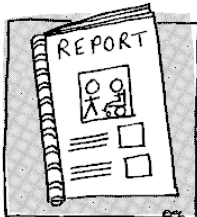









	People Matters Committee meeting		
	31 <sup>st</sup> July 2014		
People who came to the meeting			
Becky Farren	Paul Jackson	Tina Turnbull	Alan Shaw
Charles Ward	Susan Moreland		Kate Barrett
People who wanted to come to the meeting but couldn't			
Robert Rae	Rowena Herbert		


	<p>We did not get the money from Zurich.</p> <p>We will hear if we have got through to the second stage of the lottery in the middle of September.</p> <p>Tina has got a meeting with the council about the Youth Engagement Fund</p> <p>We have got money from Lloyds</p>
	<p>We must make sure that we carry on providing training for staff</p>
	<p>Tina is getting advice from Peninsula about what she needs to do to make sure People Matters has acted properly around the people who have recently left.</p>
	<p>The report about the Teens project is nearly finished and will be ready by the middle of September.</p> <p>Thanks to everyone for helping with this.</p>
	<p>The teens event at Moortown Rugby Club went well. There was not as many people as usual.</p>

	<p>Rachel has been working as a consultant since end of June.</p> <p>A new manager called Elisa will replace Rachel in September.</p>
	<p>We need an action plan to make sure that we are keeping information in a safe way.</p>
	<p>We have made a safeguarding alert – at the next meeting we want to find out what happened.</p>



	<ol style="list-style-type: none"> <li>1. The Committee need to be told and involved where possible when choosing People Matters staff</li> <li>2. Check what it says about choosing staff in our governing document</li> <li>3. Go ahead with recruitment of substantive support worker but on a temporary basis</li> <li>4. Tell the Committee about what happened about the safeguarding alert</li> </ol>
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## Financial Report

	<p>People Matters accounts have been checked by Rachel Rothwell an independent person who has said they are fine.</p>
	<p>Thanks to Lucy for all her hard work</p>
	<p>Accounts for June are OK, we have some money that we can spend how we like this is called unrestricted.</p>
	<p>We have got more money to run the adult learning for next year. The amount for every hour has gone up. However the overall number of hours has gone down</p>


	<ol style="list-style-type: none"> <li>1. We need to make sure we put in place a system for checking payments before they are made.</li> <li>2. Accounts to be send to Companies House</li> <li>3. Need to do more work to check that staff rota's and payments match</li> </ol>
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**What People Matters has been doing**

	<p>At the moment People Matters is not taking on any new outreach people.</p> <p>A couple of people have stopped using outreach.</p>
	<p>Adult learning work has been very successful.</p> <p>Thanks to Sally for all her hard work</p>
	<p>Following recent meeting with Claire and Jeneba there were issues raised about one member of staff.</p> <p>Issues were around their ability to do the work well. Tina will work on sorting the problem out</p>


	<ol style="list-style-type: none"> <li>1. Ask Rachel to come to the next committee meeting to tell us what she has been doing</li> <li>2. Tell the committee about what happens with the member of staff that we have concerns about</li> </ol>
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**Sharing of Information paper**

	<p>Rachel has written a paper about options for staff to share information through the computer.</p>
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	<p>The committee had concerns about using dropbox and have asked Rachel to look into it a bit more</p>
	<ol style="list-style-type: none"> <li>1. Need to get more advice from Rowena about sharing information</li> <li>2. Need to look at other options</li> <li>3. People Matters needs to work out exactly what information they want to share</li> </ol>

**Business Update**

	<p>Several different pots of money are available and People Matters is applying to:</p> <ul style="list-style-type: none"> <li>• Forbes Charitable Foundation</li> <li>• Leeds Innovation Fund</li> <li>• Yorkshire Venture Capital</li> <li>• Leeds City Council</li> </ul>
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	<ol style="list-style-type: none"> <li>1. Committee to help Tina with the PQQ application for South Leeds Day Services, deadline middle of August</li> </ol>
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**Any Other Business**

	<p>Becky is going to stop being the acting chair of People Matters</p>
	<p>Becky to speak to other committee members on Monday to see if they are interested in being the Chair</p>
	<p>Date of next meeting – Thursday 11<sup>th</sup> September at 5.30pm</p>