

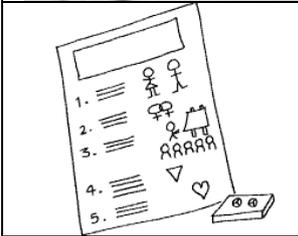
	People Matters Committee meeting	
	Tuesday 31 st March 2015	
People who came to the meeting		
Robert Rae	Tina Turnbull	Rowena Herbert
Charles Ward	Paul Jackson	Susan Moreland
People who wanted to come to the meeting but couldn't		
Kate Barrett	Alan Shaw	

Actions from last meeting

	<p>Good news – we have got the money from National lottery</p> <p>Well done, Tina and team</p>
	<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>
	<p>We hope to start working with a couple of young people soon.</p>
	<p>Still waiting to see if we have got a funding application.</p> <p>Still to finish the budget for this year</p>

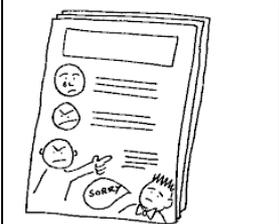


Need to change the people who sign the cheques from Becky to Charles



What to do if you are not happy about something at People Matters policy is finished.
How to support staff to make sure they do a good job is ready.

Things that we always talk about



Keeping people safe – no issues
Keeping people’s information safe – no issues
Health and Safety – no issues

Planning for the future



Tina has done a good piece of work called a balanced score card.
It will help with knowing what People Matters needs to do first. We will look at it again in September 2015.
It will help us keep our Investor in People award.

Business Update



Staff at People Matters are writing policies and procedures.



We have found a new art therapist for active matters.
Rachel is helping us develop a good way of helping new staff learn what they need to do when they first start work.

Financial Report

	Our position with money is good at the moment.
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Pensions

	<p>The government says we need to provide pensions for most staff from February 2016. This is called auto enrolment.</p> <p>Staff have chosen the People's pension.</p>
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Any other business

	Rowena's office is getting new chairs – we might be able to get the old ones for our office
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Actions

	<ol style="list-style-type: none">1. Invite Sally to the meeting in May2. To get the People's pension ready for February3. To replace Becky's signature with Charles4. Follow up the offer of chairs from Rowena's office
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	Date of next meeting – Tuesday 12 th May 2015 at 5.30pm
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