








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

Things that people are doing somewhere else so they can't help decide on


 <p>Leeds City College</p>	Tina volunteers at Leeds City College. It would not be good for her to help decide whether People Matters should work with the college
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Things we have been doing


	<p>Adult learning</p> <p>The council asked us to stop doing classes for a week. We will have fewer classes to deliver. We are waiting to find out how many.</p> <p>We will have a form to fill in from the council. They will tell us how many classes to do from September.</p> <p>Our new apprentice has made a good start with us.</p> <p>We want to have some members meetings to plan new classes that people want</p>
	<p>Outreach</p> <p>We are supporting our first young person under 18.</p> <p>We have been thinking about risks and reviewing people's support.</p>

	<p>Teens We are advertising for the person who will organise the Teens project.</p> <p>We are running out of space and need to find some more. Tina will find out about what we could do</p>
	<p>Working together We decided that it would be a good plan to work with Leeds City College in Teens. Charles signed the plan to do this.</p>
	<p>Things that have happened since the last meeting</p> <p>We have got £1000 to use on computers Tina will agree with Sally and Elissa what is needed most</p>
	<p>Rowena has found some office chairs that we could have. There may be more useful things.</p>
	<p>We are going to meet with staff in the office in June to start making plans about what People Matters might do.</p>

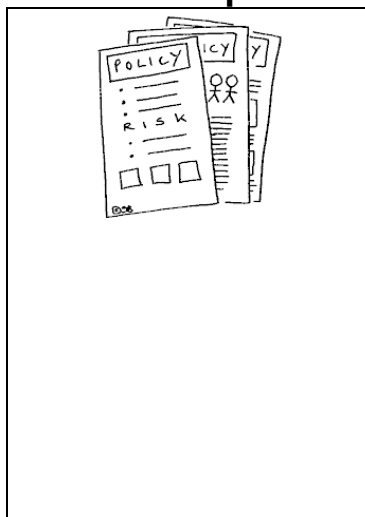
Things that we always talk about

	<p>Keeping people safe – no issues</p> <p>Keeping people’s information safe – no issues</p> <p>Health and Safety – no issues</p>
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Planning for the future

	<p>We have been awarded 2 ticks from DWP. This means they agree we are positive about giving people with disabilities jobs.</p> <p>We talked for a long time about doing Investors in People again. It is expensive, nearly £3000 and it is difficult to decide if it is worth the money. Tina will look at what else we could do and what other organisations do before doing this.</p>
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Business Update

	<p>Staff at People Matters have been writing new policies and procedures. We need to look at some of these.</p> <p>Alan will look at the Marketing plans Financial procedures – Kate has said what she thinks needs doing to this. It will help Lucy and Shabir with their work Equality Action Plan – The directors still need to look at this</p>
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Financial Report

	<p>We spent less money than we were given in the last year. This is helpful and it means that we can afford some more staff costs.</p>
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Any other business

	None
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Actions

	<ol style="list-style-type: none">1. Tina and Sally to apply to do classes next year2. To hold the planning meetings3. To look for an extra room for us4. Decide how best to spend the £1000 on
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	IT 5. Review choices and decide on Investors in People
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	Date of next meeting – Tuesday 23rd June 2015 at 5.30pm
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