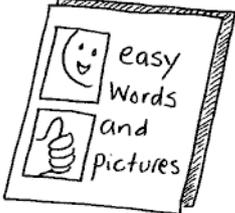


	People Matters Committee meeting	
	11 th September 2014	
People who came to the meeting		
Robert Rae	Tina Turnbull	
Charles Ward	Susan Moreland	Kate Barrett
People who wanted to come to the meeting but couldn't		
Alan Shaw	Rowena Herbert	Paul Jackson
Becky Farren		

	Charles is going to be the new Chair of People Matters	
	There has been no contact from the member of staff who left recently. To check with Peninsula if there is a time limit in which someone must respond.	
	It was decided that the easy words minutes should go on the website for everyone to see. They will go on after the Committee meeting where they are talked about.	
	Watched the Brilliant Britain film, which was really good. This could be used to tell others what People Matters thinks is important.	
	Things have got better for the member of staff so we can take that action off the list.	
	There is nothing about how we choose staff in some of the important documents that govern	

	<p>People Matters. These documents are called Memorandum and Articles of Association.</p>
	<p>The council asked us for more information which we gave to them. We do not think there will be anything else that People Matters needs to do.</p> <p>More staff training has been offered on Safeguarding.</p>
	<p>People Matters still needs a way for all the computers that we use to be able to work together. We looked at some options but none have been quite right.</p> <p>Charles has got a contact that knows about this and might be able to help. Kate can help with explaining how we want the computer system to work.</p>

	<ol style="list-style-type: none"> 1. Easy words minutes to go on website after the committee meeting. 2. Charles to get in touch with his contact and see if he can help improve the computer system. 3. Kate to help explain what we want the system to do.
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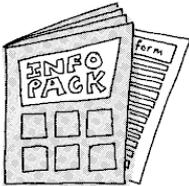
Financial Report

	<p>We will ask Shabir to look at how each project contributes to central costs, like rent, heating, etc. It is possible that how this is shared will change.</p>
	<p>The situation with Individual Support has improved.</p>
	<p>We did not get any money in August for the adult learning but we knew this would happen.</p> <p>Courses will start in September and we have got a good range of courses available this year.</p>

	<p>People Matters still needs to be careful with money.</p> <p>At certain times we may not have enough money coming in to pay for all the things we need to pay for.</p> <p>We need to get a better understanding of what we spend under each heading.</p>
	<p>We need to make savings whenever we can.</p>

	<ol style="list-style-type: none"> 1. To ask Peninsula if there is any reduction in their charges and look for any other savings. 2. Kate to make a spreadsheet that will track what we think we will spend (budget) against what we have actually spent. This will highlight where we might need to make changes. 3. Tina to provide information to Kate so that she can do this work.
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What People Matters has been doing

<p>Rachel</p>	<p>We want to hear about what Rachel found when she came to People Matters.</p> <p>She will come to the next meeting and tell us what she found and any changes that she has made.</p>
	<p>Adult learning has published a new prospectus and is looking for new students at the moment.</p>

 <p>A hand-drawn icon of a notepad titled 'To Do List' with four numbered lines (1-4) and a hand holding a pen writing on the second line.</p>	<p>1. Ask Rachel to come to the next committee meeting to tell us what she has been doing</p>
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Business Update

 <p>The logo for The National Lottery, featuring a stylized blue hand holding a white ball with the number 66, and the text 'The National Lottery' in red below it.</p>	<p>We have got through to the second stage of the lottery. This is good news. We need to fill in stage 2 by the end of January 2015 at the latest.</p> <p>We will tell people the good news by writing a newsletter. We need to make it clear that while good news we still have a long way to go.</p>
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	<p>We need to hold an AGM soon, maybe we could do it as part of the Christmas party?</p>
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 <p>An icon of a document titled 'Community Support Charge Policy' with a list of five items and a heart symbol.</p>	<p>Community Support Charge Policy</p> <p>A document to help staff decide how much to charge people who need to use Community Support</p>
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 <p>A hand-drawn icon of a notepad titled 'To Do List' with four numbered lines (1-4) and a hand holding a pen writing on the second line.</p>	<ol style="list-style-type: none"> 1. To write a newsletter to let people know about the National Lottery 2. Plan an AGM 3. Sue to comment on the new Community Support Charge policy
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Complaints Policy

 <p>An icon showing several documents, one titled 'Policy' and another 'Risk', with checkboxes and a risk assessment diagram.</p>	<p>Complaints policy will be put on the website.</p> <p>An easy read version is to be written.</p>
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 <p>A hand-drawn icon of a notepad titled 'To Do List' with four numbered lines (1-4) and a hand holding a pen writing on the second line.</p>	<p>1. Susan to help with an easy read complaints policy</p>
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Date of next meeting – Thursday 23rd October at
5.30pm