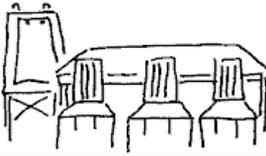


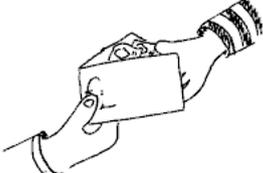
	People Matters Committee meeting	
	Tuesday 8 th September 2015	
People who came to the meeting		
Robert Rae	Tina Turnbull	Charles Ward
Susan Moreland	Paul Jackson	Kate Barrett
People who wanted to come to the meeting but couldn't		
Alan Shaw	Rowena Herbert	

	<p>When we talk about options for more space – Tina has a conflict of interest as she knows the potential landlord.</p>
	<p>Notes from the last meeting are missing detail about the discussion about the budget and staff wages.</p> <p>Action: Sue to write more but it will be private to the board.</p>

Actions from last meeting

	<p>We have a new apprentice called Lucy who is helping us in the office. She starts on 14/9/2015.</p> <p>She will help us keep our records up to date.</p>
	<p>The person who assessed People Matters for Investor in People was very happy with what he saw.</p> <p>He thought we were very good at talking to staff and finding out what they think.</p> <p>He talked to nearly half the members of staff. We have a number of staff getting qualifications in health and social care.</p>

	<p>Tina has looked at other quality marks and the best award is still Investors in People. We need to make sure that we are always getting better at what we do.</p>
	<p>Alan has not been to a meeting in a while and we need to find out if he has time to come to meetings.</p> <p>Action: Charles to talk to Alan.</p> <p>If he is leaving – do we need more directors??</p> <p>What skills would be useful?</p> <ul style="list-style-type: none"> • Working in private businesses • Good at selling and publicity • Know about how social care works • Know about laws • Good with computers • Know about the right way to support staff <p>Needs to be the right person to join the board.</p> <p>It might be time to give another person with a learning disability the opportunity to be on the board.</p> <p>Action: Tina to look at the rules around when directors need to change. Find possible new people for the board to see</p>
	<p>Need to do the work about changing who signs for cheques with the bank again.</p>
	<p>More space needed- Unit 30 at Barkston House needs a lot of work and the Council will only give 3 months rent free. This is not good enough.</p> <p>Leeds City College is leaving Strawberry Lane Community Centre and there would be enough room there for everything that People Matters does.</p>

	<p>Action: Tina to begin talks with Leeds City Council about possibly moving to Strawberry Lane Community Centre.</p> <p>It is a good option to think about. It is on a bus route, has 2 services working there that fit with what we do – Armley Helping Hands and a day service for people with learning disabilities.</p>
	<p>Kate recommended some changes to the policy that helps keep our money safe and makes sure we are doing everything right. They are called Financial procedures and reserves policy.</p>
	<p>Budget and changes to staff wages have been put in place.</p>

Things that we always talk about

	<p>Keeping people safe – need to change Safeguarding policy to include what to do if you think someone is being radicalised. Staff can get training for this that is on a computer.</p> <p>Keeping people’s information safe – no issues</p> <p>Health and Safety – no issues</p>
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Financial Report

	<p>Rachel who looks at how much money we have got and how we spend it is very happy with the work that we have done in the last year.</p>
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Policies update

	<p>Marketing policy to start using it. Lucy the new apprentice can help with some of this work. A single list of all of contacts would be really useful.</p>
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	<p>Our course material is OK.</p> <p>Will look at our equality action plan at another meeting.</p>
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Business development

	<p>By January 2016, we need to have written a business plan for all the things that People Matters does.</p>
	<p>Tina and the team have been researching ideas and plan to visit other projects like the Blueberry Academy in York.</p> <p>We did a lot of talking and would like to think about how we can support learners from courses to jobs as one idea.</p>

Any other business

	None
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Actions

	<ol style="list-style-type: none"> 1. Tina to look at the rules around when directors need to change 2. Tina to begin talks with Leeds City Council about moving to Strawberry Lane Community Centre 3. Sue to write more but it will be private to the board. 4. Charles to talk to Alan.
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	<p>Date of next meeting – Tuesday 3rd November 2015 at 5.30pm</p>
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