



## Oldham Care and Support and Oldham Care and Support at Home

### [P] Minutes of the Board of Directors' Meeting

19<sup>th</sup> November 2014

**Present:**

Board members	In attendance
Cllr Zahid Chauhan (Chair)[ZC]	Paul Cassidy – [PC]
Cllr Jenny Harrison [JH]	Paul Whitehead - Finance Director [PW]
Cllr John F McCann [JMc]	
Danielle Procter –Managing Director [DP]	

**Apologies:** Cllr Barbara Brownridge [BB]

No	Agenda Item
1	<b>Welcome, attendees and apologies</b> The Chair welcomed everyone to the meeting. Attendees and apologies are as noted above.
2	<b>Declaration of Interest</b> JMc is a member of the Unity Partnership Board (Item 9)
3	<b>Minutes of the last meeting</b> The minutes of the last formal board meeting, held on 18 <sup>th</sup> September 2014 were agreed as a correct record.

4	<p><b>Matters arising not on the agenda</b></p> <ul style="list-style-type: none"> <li>• Closed Actions from Action Log – the Board approved the closure of identified actions</li> <li>• Meeting with JM and CW – meeting to be rescheduled.</li> <li>• Plans for Board meeting at Limecroft – DP to arrange once decorating and refurbishments at Limecroft have been completed</li> </ul> <p><b>Action [ref 30.2014]</b> : ZC to pursue a revised meeting date</p> <p><b>Action [ref 37:2014]</b> : DP to arrange the Board meeting to take place at Limecroft once the refurbishments have been completed</p>
5	<p><b>Managing Directors report</b></p> <p>The MD report was considered by the Board and progress noted in the following areas:</p> <ul style="list-style-type: none"> <li>• <b>The development of the schools work experience</b> service was noted</li> <li>• <b>The Committees of the Board</b> are now in place with inaugural meetings having taken place for the New Business Growth and Development and the Governance, Workforce and Performance Committee. The Finance Committee will take place in December.</li> <li>• <b>The Management restructure continues</b> in line with agreed timescales</li> <li>• <b>Transitional care beds in Medlock Court</b> are now open and receiving patients from ROH as part of the resilience plan. These beds are funded by Oldham CCG until March 2015. If the evaluation is positive, the CCG may continue to fund these beds.</li> <li>• <b>Limecroft</b> stabilisation and development continues. Consultation with the staff is underway to harmonise their terms and conditions with those of OCSH. This sees the staff’s pay being uplifted to the Oldham Living Wage rate with some changes to working hours.</li> <li>• <b>Estates</b> – Waiting for formal confirmation about the onward use of Ena Hughes as our HQ.</li> </ul> <p><b>Top-co Development</b> - The development needed to put the top-co in place continues in line with plan.</p> <p><b>Action [ref 41:2014]</b> DP to develop a paper to inform board consideration and agreement of the social objects needed to apply to the CIC regulator for CIC registration</p> <p><b>OCS SLA Annual Review</b> – The Annual performance review took place at the beginning of September. The report was positively received by commissioners.</p> <p><b>MD Appointment</b> – Emma Gilmartin (HR) joined the meeting to brief the Board on the intended recruitment process for the MD position. The Board agreed that an external recruitment company should be appointed to assist with the process. Emma Gilmartin in the process of commissioning that support.</p> <p>The involvement of OMBC appointments committee was also discussed. EG to map out the process and timescales and circulate to the Board via DP</p> <p><b>Action [ref 42.2014]:</b> Emma Gilmartin to progress the appointment of recruitment specialists to</p>

	<p>assist with the recruitment of the MD.</p> <p><b>Action [ref 43.2015]:</b> Emma Gilmartin to recirculate the MD job description and selection process and circulate to the Board via DP</p> <p>The Board noted the MDs update and the positive progress being made.</p>
6	<p><b>Notes of the inaugural meeting of the New Business Growth and Development Committee</b></p> <p>ZC presented the minutes of the inaugural meeting of the committee. The terms of reference were considered and approved by the board</p> <p><b>Decision: [ref 17_190914]:</b> The Board approved the terms of reference of the new business growth and development committee</p>
7	<p><b>Transforming Day Care</b></p> <p>The Board noticed progress in relation to transforming day services and commended the management team on its leadership of the excellent partnership working with Age UK. Progress relating to the development of a new type of day care provision was also noted.</p>
8	<p><b>OCS Savings Plan</b></p> <p>DP presented the high level plans in place to achieve the agreed 2015 efficiency savings. The detailed plans are now being drawn up with the aim of beginning consultation with union colleagues and staff at the end of January/Early February.</p> <p>The Board were asked to delegate monitoring of the savings plans to the quality, performance and workforce committee with a specific remit of ensuring the quality is not compromised in the pursuit of savings.</p> <p><b>Decision [ref 18_180914]:</b> The quality, performance and workforce committee to have delegated accountability for monitoring achievement of the 2015 savings plan for OCS.</p>
9	<p><b>Corporate Support Services</b></p> <p>DP updated the Board on discussions held with OMBC regarding the future purchasing of support services for OCS and OCSH. Discussion took place regarding the development and implementation of a joint business change action plan.</p>
10	<p><b>Corporate Risk Register</b></p> <p>PW informed the Board that the risk register has now been segmented for review by the relevant committees. The operational risk management group is also now in place and service level risk registers are in development.</p> <p>The Board noted progress with the development and monitoring of the risk register</p>

11	<p><b>Notes of the inaugural meeting of the Quality, Performance and Workforce Committee</b></p> <p>JH presented the minutes of the meeting to the Board. The terms of reference were considered and approved by the Board.</p> <p><b>Decision: [ref 19_191114]:</b> The Board approved the terms of reference of the Quality, Performance and Workforce Committee</p>
12	<p><b>Finance report</b></p> <p>PW presented the finance report for OCS and OCSH to the Board.</p> <p>It was noted that OCS has achieved its required efficiency savings and in September was forecast to make a year-end surplus of £55. To date there is a cumulative surplus of £121K with a year end forecast of £85K as a result of in year efficiencies taking effect.</p> <p>The early achievement of efficiencies for 2015 is required to allow us to achieve the full quantum of savings in 2015. The surplus allows us to invest in developments that support the release of the remaining savings in 2015 and to build our reserves. Investment in service development is governed through the new business growth and development committee.</p> <p>OCSH is showing an improved position with revenues exceeding the business plan target. In the absence of working capital the bottom line continues to show a deficit position but the level of deficit is reducing in line with plans demonstrating the ability of the company to become profitable in 2015. As a group, the companies will end the year in a positive position.</p> <p>The Board noted the financial position.</p>
13	<p><b>AOB</b></p> <p>No items of AOB</p>