

4	<p>Matters arising not on the agenda</p> <ul style="list-style-type: none"> • Closed Actions from Action Log – the Board approved the closure of identified actions • Matter arising taken from open Actions from Action Log <ul style="list-style-type: none"> ○ Role of board members on OMBC panels – to be picked up by DP at SLA update meeting with OMBC commissioners ○ NED roles: ZC to discuss with MK as part of MD recruitment. ○ Board meeting at Limecroft – given changes in service provision, all space is now being used for service delivery hence there isn't a suitable room in which to hold a board meeting. ZC encouraged Board members to undertake service visits were possible ○ Board meeting dates – now rescheduled to the last Wednesday each month. Revised dates were previously circulated by DP ○ Board to Board meetings – Given MK's role on the Board it was agreed that MK will act as the interface between OCS and OMBC senior teams <p>DP to amend action log accordingly</p>
5	<p>Managing Directors report</p> <ul style="list-style-type: none"> • Issuing of S188 and associated consultation documents – DP briefed the board on progress will issuing the agreed S188, Bank Holiday and Supported Living consolidated hours consultations. The consultation has commenced and the overall S188 and BH consultations are due to close on 24th April. The supported living proposal will close in the middle of May as it is assumed further information requirements will emerge during the consultation period. It was agreed that DP will keep the board briefed on the outcome of the relevant consultations. <p>Action [ref 02_2015] : DP to brief the board on the outcome of the relevant S188 and workforce consultations</p> <ul style="list-style-type: none"> • Marketing and positioning materials – the new signs for the company have been ordered and fitting has been arranged. The board and executive meeting rooms have been set up. DP continues to work with staff and designers to produce a range of marketing materials. As part of this we need to progress the development of the group website. DP advised the Board that it would be of benefit to source a development partner through a small local competition. <p>Action [ref 03_2015] DP to progress the development of the website by sourcing a local development partner through a small competition.</p> <ul style="list-style-type: none"> • Current complaints/incidents - DP briefed the board on two current serious incidents which are subject to further investigation [Limecroft and Helpline].
6	<p>Audit Committee minutes [30 January 2015] The audit committee minutes were received and approved by the Board</p>
7	<p>Remuneration Committee minutes [30 January 2015] The remuneration committee minutes were received and approved by the Board</p>
8	<p>Matters relating to the set- up of Oldham Trading Services PW presented a range of documents to the board for approval and signature. These included:</p> <ul style="list-style-type: none"> • Confirmation of banking arrangements – the board approved the use of Barclays bank as the provider of the company bank account • Indemnity forms – to enable all three Group companies to use direct debits to collect debts from private customers (subject to changes in the Agresso system) • Share certificates

	<p>All the relevant documents were approved and signed.</p> <p>Appointment of legal advisors – DP advised the board that Capsticks have been successful in their response to the small procurement exercise to secure a legal partner to assist with the set-up of the top-co company. Work will commence in the next few weeks</p>
9	<p>Head Quarters Ena Hughes</p> <p>DP updated the Board on discussions that have taken place as part of the redesign of supported living that potentially sees the company not being able to use Ena Hughes as its head-quarters in the longer term. Discussion took place regarding the need to secure a permanent HQ. It was agreed that if we are not able to do this by occupying council properties, that we should look to the external market. MK advised that DP should meet with Darren Jones [DJ] OMBC property team to discuss further</p> <p>Action [ref 06_2015] MK to brief DJ on the issues regarding HQ longer term occupancy and introduce DP to Darren Jones</p>
10	<p>Managing Director Appointment</p> <p>ZC/MK updated the Board on progress with the MD appointment. The closing date was 24th March. The recruitment advisors have stated that there has been a positive response. Final interviews are scheduled for the 1st May.</p>
11	<p>Annual Strategic Development Plan and associated strategic service development plan</p> <p>DP presented the annual plan and strategic service development plan to the board for consideration. The annual plan adds detail to the strategic aims agreed as part of the 3 – 5 year business plan for OCS and OCSH.</p> <p>The detail within the annual plan formalises the strategic aims and priorities agreed by the Board in January 2015. The plan also outlines that activities needed to achieve the strategic objectives and in doing so sets out the objectives for the MD which in turn will be cascaded through to managers, teams and individual workers. It is proposed that performance of the plan will be governed by the relevant committees of the board with an overall report being produced for the board at quarterly intervals.</p> <p>The board considered and discussed the plans and congratulated the MD and wider management team on producing an easy to read, concise yet comprehensive documents.</p> <p>Following consideration that annual plan and strategic service development plan were approved by the Board.</p> <p>Decision [Ref 01:250315]: The Board approved the 2015 Annual Strategic Development plan and Strategic service development plan for the group.</p>
13	<p>Detailed Budget</p> <p>PW advised the Board that the budgets for OCS and OCSH had been agreed at Finance Committee and recommended to Board for approval. The Finance Committee had requested</p>

	<p>that a more detailed document be brought to Board to include the following:</p> <ul style="list-style-type: none"> • A budget for Oldham Care Services Ltd • A detailed breakdown of the efficiencies required in Oldham Care and Support • Details around the assumptions for growth in Oldham Care and Support at Home <p>The Board considered the report and the assumptions and commented that the report was thorough in its content. Following some detailed questions the Board approved the budget for the Financial Year 2015.</p> <p>Decision [Ref 02:250315]: The Board approved the 2015 Budget.</p>
14	<p>Finance report (management accounts)</p> <p>Board were presented with Management Accounts for both OCS and OCSH for the first 2 months of Financial Year 2015. These were currently better than expectations showing the results of:</p> <ul style="list-style-type: none"> • OCS - £31k loss, £52k positive variance • OCSH - £1k profit, £2k positive variance <p>Losses are expected in OCS during the early part of the year pending delivery of the required efficiencies. Board were advised that although progress is being made in relation to efficiencies, challenges remain to deliver them all in this financial year.</p> <p>Challenges relating to the growth of Homecare were discussed at length. It was acknowledged that challenges with practical application of the Care at Home commissioning framework is impacting on our ability to deploy staff effectively and secure our financial targets. Discussion also took place regarding the ethics of asking private payers to pay a higher price than OMBC funded service users. It was agreed that unless the service provider to private payers was enhanced, we would not be true to our values as a business if we charged a higher price unless we could demonstrate why this was the case. The management team were asked to consider this in the development of the service.</p> <p>The Financial performance for Month 2 was noted.</p>
15	<p>Risk Register</p> <p>The Board considered the corporate risk register. It was agreed that a number of risk areas required updating. PW was also asked to include a risk around delays in service change having an impact on the delivery of efficiency plans and the effect this may have on the outturn financial results for the year.</p> <p>Action [ref 07_2015]: PW to update the corporate risk register</p>
16	<p>AOB None</p>
17	<p>Date and Time of next meeting Wednesday 27th May. 12 – 2.30. Board Room. Ena Hughes</p>