



MioCare Group

[Oldham Care Services Ltd: Oldham Care and Support Ltd: Oldham Care and Support at Home Ltd]

Minutes of the Board of Directors' Meeting

16th January 2017

Public Minutes

Present:	Board members Cllr Zahid Chauhan (Chair) Cllr John F McCann (CllrJMc) Cllr Ginny Alexander (CllrGA) Karl Dean – Managing Director (KD) Mick Ord – Non Executive Board Member (MO)	In attendance Paul Whitehead - Director of Finance and Resources (PW) Diane Taylor – Associate Director LD &MH (DT) June Rainford – Associate Director OPS & COoH (JR) Valerie Perrins – Associate Director QPC (VP) Sarah Southern – Business Admin Manager (Minutes) Mark Warren – OMBC Director ASC
Apologies:	Cllr Jenny Harrison (CllrJH)	Maggie Kufeldt – OMBC Exec Director acting as shareholder’s advisor to the Board

No	Agenda Item	Action
1	Welcome, Introduction, attendees and apologies The Chair welcomed everyone to the meeting and introductions were made.	
2	Declaration of Interest CllrJMc is a member of the Unity Partnership – JVCo Board and Unity Partnership Ltd - Partnership Board	
3	In Confidence – Board Member Only There were no items of business discussed.	
4	Minutes of Last Meeting The minutes of the last Board Meeting held on 7 th November 2016 were agreed	

	as a true record.	
5	<p>Board Committees:</p> <p>The minutes of the Remuneration Committee meeting held on 12th December 2017 were agreed as a true record and CllrJMc provided an update of the items covered at the meeting.</p>	
6	<p>Board member Recruitment Update</p> <p>KD offered that Peter White had been interviewed and recommended as a NED Board Member and Deputy Chair. KD gave an overview of Peter's background and proposed that he is appointed from 1st February 2017.</p> <p>Chair stated that he feels that Peter will be a valuable asset to the Board.</p> <p>Agreed: All Board Members present agreed to the appointment of Peter White as NED Board Member with the responsibility of Deputy Chair.</p>	
7	<p>Governance Action Plan</p> <p>Chair gave members an overview of the progress made against the Governance Action plan and highlighted the following actions:</p> <p>Action: Chair to resend the skills audit to all members for completion by 31st January 2017</p> <p>Action: 1 -1's to be held with all board members by 31st March 2017</p>	
8	<p>Presentation from the Work Experience Team</p> <p>A presentation was received from the Work Experience Team supported representatives from local schools, a local employer that supports the scheme and a pupil that is currently in a work experience placement.</p> <p>The Chair thanked the team for the presentation and asked her to work up a business case for the Board to consider the expansion of the service.</p> <p>Action: A business case to be produced for WET to be brought back to Board.</p>	
9	<p>MioCare Review project Implementation Update</p> <p>KD gave a verbal update on the progress of the MioCare Project review.</p> <p>Members were reminded that the delivery of the project has been organised in to 3 work streams:</p> <ul style="list-style-type: none"> - Organisation - Strategy assessment & development - Support Services <p>Work on each stream is progressing well and the Implementation Board</p>	

	meetings are now being held. KD invited members to contact him outside the meeting if they wanted more detailed information.	
10	<p>MD Update</p> <p>KD provided his regular update and asked members to note the significant financial deficit in the draft budget for 2017 and invited a thorough discussion later in the meeting.</p> <p>KD gave an update on the following areas:</p> <ul style="list-style-type: none"> - SLT have long recognised that the current KPI's are mainly activity based and they need to move towards outcomes. Discussions have been held on what will be measured as the Group moves forward and from April high level corporate indicators will be introduced. - In December there was a civil contingency incident which saw the team respond to a fire at Maple Mill. They provided a rest centre for 36 hours for those affected by the fire that were not allowed to return to their own homes. The team provided an excellent service and this was recognised by our partners and by Carolyn Wilkins and Jean Stretton who both gave fantastic feedback on the team's dedication. - The first shadow board of 'Oldham Cares' was held in November and MioCare were invited as a key stakeholder. KD attended the meeting and the next one is due to be held in February. - The AGM and Staff Awards events will be held on 23rd March 2017 and the venue has now been confirmed as Oldham Events Centre. Nominations for the staff awards closes on 27th January and the short listing will be held on 7th February 2017 with MO and JH forming a panel with KD and VP. - The Council's Top Awards was held on 12th January 2017. Unfortunately the MioCare Group did not win Team of the Year, however it was a great achievement for the team to be shortlisted. MioCare also sponsored the 'young employee' of the year award. <p>KD explained that at the AGM in March, he intends to launch the 'Strategy on a Page' (SOAP). This document which was included in the papers sets out the Group's vision for 2020 and KD offered that he has started to work what needs to be achieved year on year. The SOAP will inform the development of a full business plan which will be launched in June 2017.</p> <p>KD asked Board Members for feedback on the SOAP.</p> <p>Chair stated that he felt it was a good reflection on what has been discussed over the past 12 months and that further work is required on how we will achieve the vision.</p>	
11	<p>Management Accounts period 11</p> <p>PW gave an update on the management accounts as they stand at period 11.</p> <p>The performance across MioCare Group shows a positive variance of £194k</p>	

	<p>with an overall surplus of £202k.</p> <p>MW continued that over the next 12 months the GM Health and Social Care partnership will be concentrating on the following 4 priorities:</p> <ol style="list-style-type: none"> 1. Learning Disabilities 2. Home Care – which includes exploring an alternative multi-speciality community business model 3. Residential – including nursing 4. Carers – GM wide approach to supporting carers <p>The way in which services are commissioned are now starting to align with the GM priorities.</p> <p>PW informed members that Grant Thornton are currently undertaking an external audit in preparation for the closure of the 2016 financial accounts.</p>	
12	<p>2017 Budget Update</p> <p>PW gave an overview of the Budget as it stands for 2017. He explained that this has not yet been finalised due to the difference in timings with MioCare’s year end (December) and that of Oldham Council’s (March).</p> <p>The final budget cannot be agreed until Oldham Council confirm their budget and so a final report of MioCare’s position will be tabled at the Board meeting in March 2017.</p> <p>PW asked Board members to note the current position and asked for their input on how to address the current financial position. Board Members were concerned at the deficit and noted that the team face a very difficult challenge.</p>	
13	<p>Risk Register</p> <p>PW explained that the risk register has been reviewed and that changes have been made to 3 items of significance since the last meeting in November.</p> <p>The significant items are:</p> <ul style="list-style-type: none"> - Increase risk with regards to the payroll service - Reduction in the risks associated with the recharges - Risks that are associated with the 2017 budget <p>PW explained that the situation regarding payroll is a significant risk and that regular meetings are being held to ensure a smooth transition is made.</p>	
14	<p>AOB</p> <p>PW advised Board Members that there would be an Extra Ordinary Board meeting on 27th January to sign off the annual accounts.</p>	

15	Date and Time of next meeting: Monday 13 th March 2017 , 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth	
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