



MioCare Group
[Oldham Care and Support Ltd: MioCare Services Ltd]
Minutes of the Board of Directors' Meeting
31st July 2017
Public Minutes

Present:	Board members Cllr Zahid Chauhan (Chair) Peter White – Deputy Chair, Non-Executive Board Member Cllr Jenny Harrison (CllrJH) Cllr John F McCann (CllrJMc) Cllr Ginny Alexander (CllrGA) Karl Dean – Managing Director (KD)	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) Mark Warren – Director Adult Social Care (MW) Sarah Southern – Business Admin Manager (Minutes)
Apologies:	Mick Ord – Non Executive Board Member (MO)	Maggie Kufeldt – OMBC Exec Director acting as shareholder’s advisor to the Board

No	Agenda Item	Action
3	In Confidence – Board Member Only KD provided Board Members with an update in relation to Pay and Reward Review.	
For Information		
1	Welcome, Introduction, attendees and apologies The Chair welcomed everyone to the meeting and introductions were made. Apologies were received from Mick Ord (who had provided a written response to the papers to the Chair) and Maggie Kufeldt.	
2	Declaration of Interest CllrJMc is a member of the Unity Partnership – JVCo Board and Unity Partnership Ltd - Partnership Board.	

	<p>CIrJH declared that her sibling is currently residing in Medlock Court.</p> <p>MW is the lead Commissioner for the Home Care Service.</p>	
4	<p>Minutes of Last Meeting</p> <p>a) The confidential minutes of the last Board Meeting held on 8th May 2017 were agreed as a true and accurate record.</p> <p>b) The public minutes of the last Board Meeting held on 8th May 2017 were agreed as a true and accurate record.</p> <p>c) The board action list was discussed and updated accordingly.</p> <p>d) The minutes from the Operations Committee held on 12th June 2017 were agreed as a true and accurate record.</p>	
5	<p>Governance Action Plan</p> <p>Chair offered Members the opportunity to comment on the Governance Action plan.</p> <p>KD explained that the actions that have now been completed and will be removed from the action plan.</p> <p>All other actions are on target.</p>	
6	<p>New Board member Role Profiles and Person Specifications</p> <p>The Board noted the new Role Profiles and Person Specifications.</p>	
For Discussion		
7	<p>Project Update</p> <p>KD gave an update on the following:</p> <p>a) MioCare Review Implementation Plan - KD explained that the project board has now concluded as the majority of the work is complete or is being actioned through other work streams. For completeness, the action plan will be updated and brought to September's board.</p> <p>Action: KD to bring project tracker to September Board for information.</p> <p>b) Pay and Reward – KD fed back that the sessions he recently held with staff were positive and that he has been holding regular meetings with the unions as part of the consultation process.</p>	KD
8	<p>MD update</p> <p>KD gave an update on the following areas:</p> <ul style="list-style-type: none"> - At the mid – way point in the financial year, MioCare Group is currently performing better than budget. 	

	<ul style="list-style-type: none"> - KD has been meeting with senior officers in other organisations to map what organisations can offer collaboratively in the interim period until the ICO has been formed. - KD has been meeting regularly with David Smith from First Choice Homes Oldham (FCHO) and a joint bid was submitted to the CGG which was successful to carry out preventative work with people over the age of 75. - Ian Hulse has now been appointed as Operations Manager over MioCare Service's and starts 1st August 2017. - The Strategic Business Plan will come to September's Board Meeting. <p>The following items were then discussed in more detail:</p> <p>The Supported Living team have recently carried out an excellent piece of work and have overseen the repatriation of a service user that was placed out of borough many years ago. The gentleman has been accommodated with a very positive transition.</p> <p>MW thanked MioCare on behalf of the Commissioners. The team worked hard and showed real dedication into making the process as seamless as possible. The work is much appreciated and MioCare have set the standard on how things can be done in the future.</p> <p>PW thanked KD for the paper, he stated he find it extremely useful as it gives an insight into what is currently happening across the whole of the business.</p> <p>Members all agreed that they also find it useful.</p>	
9	<p>Risk Management Framework – New Approach</p> <p>PWh explained that as agreed at the last meeting in May, the format of the risk register has now been changed.</p> <p>The key objective of the framework and what the company aims to achieve are now linked to the strategic objective for the Group.</p> <p>PWh then gave an overview of the changes to the register and explained how the evaluation of risks now follows the 4 T's approach:</p> <ul style="list-style-type: none"> - Treat - Tolerate - Transfer - Terminate <p>PWh stated that subject to Board approval, this format will be rolled out across the full register.</p> <p>PW thought the new approach was much better. It is now much clearer how the risks link to the strategic register. However, he still feels that it is missing the link to the Finance, Risk and Audit Committee and asked if an Audit plan comes to board for approval.</p> <p>PWh responded that yes an audit plan does come to board for approval, it's normally later in the financial year.</p>	

	<p>AGREED: All members present agreed to the new format of the risk register being adopted.</p>	
10	<p>Management Accounts Period 6</p> <p>PW gave an update on the management accounts as they stand at period 6.</p> <p>The performance across MioCare Group shows a positive variance of £115k. This is better than expected however it is forecasted that there will be a negative financial performance between now and the end of the financial year (December) and the final year end figure is forecasted to be -£47k.</p>	
For Decision		
11	<p>New Terms of Reference for Approval</p> <p>KD explained that it was agreed at the last Board Away Day that the Terms of Reference (TOR) for the Board should be developed. KD offered that the company's articles and adopted practices had been used to inform the TOR.</p> <p>AGREED: All Board Members present agreed to the Terms of Reference.</p>	
12	<p>Supported Living Redesign</p> <p>KD presented a paper which recommended that there was an additional investment in the Supported Living Management structure.</p> <p>Chair stated that supports the changes and in his opinion more localised leadership helps benefit staff / workforce.</p> <p>ClrJMc offered that he feels the key to these changes is the offer of new career opportunities for existing staff.</p> <p>Chair asked if members agreed to the changes as outlined in the report.</p> <p>APPROVED: All Members present agreed to the implementation of option 2b including the additional associated costs involved.</p>	
13	<p>Home Care</p> <p>KD presented a paper on the challenges of Home Care</p> <p>AGREED: All members present agreed to the support the recommended option.</p>	
14	<p>Ena Hughes Day Care Business Case</p> <p>PWh presented a business case for establishing a new 'Day Care' service.</p> <p>AGREED: All members present agreed to the support the business case. The Chair asked that an update on the service is provided at November's board meeting.</p>	

15	<p>AOB and Close</p> <p>KD would like a Board Away Day to be held in October. SS will check member's availability.</p> <p>ACTION: KD to arrange Board Away Day for October 2017</p>	KD
	<p>Date and Time of next meeting:</p> <p>Monday 18th September 2017, 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth</p>	