

(MioCare Group CIC, Oldham Care and Support Ltd,
MioCare Services Ltd)

Minutes of the Board of Directors' Meeting

Thursday 23rd January 2020

Public Minutes

Present:	<p>Board Members</p> <p>Cllr Steven Bashforth (Cllr SB) – Chair</p> <p>Cllr Zahid Chauhan (Cllr ZC)</p> <p>Peter White – Deputy Chair, Non-Executive Board Member (PW) – Chair</p> <p>Jeff Jones – Non-Executive Board Member (JJ)</p> <p>Cathy Butterworth – Non-Executive Board Member (CB)</p> <p>Karl Dean – Managing Director (KD)</p>	<p>In attendance</p> <p>Rick Vogan – Director of Care</p> <p>Valerie Perrins – Associate Director QPC (VP)</p> <p>Mark Warren – Shareholder’s Advisor & DASS (MW)</p> <p>Paul Wilkinson – Finance Manager (PWi)</p> <p>Karen Wilson – Business Support Manager (Minutes)</p>
Apologies:	Cllr Louie Hamblett (Cllr LH)	

No	Agenda Item	Action
1	<p>In Confidence Section</p> <p>There were no items to discuss.</p>	
2	<p>Welcome, Introduction, attendees and apologies</p> <p>Apologies were received from Cllr LH. SB welcomed all attendees.</p>	
3	<p>Declaration of Interest</p> <p>MW is the MD of the Community Health and Adult Social Care Service (CHASC), Shareholder’s Advisor & DASS for Oldham.</p>	
For Information		
4	<p>Minutes of Last Meeting</p> <p>a) The confidential minutes of the last Board meeting held on 23rd October 2019 were agreed as a true and accurate record.</p> <p>b) The public minutes of the last Board meeting held on 23rd October 2019 were agreed as a true and accurate record.</p> <p>c) The Board action log was discussed and updated accordingly.</p> <p>d) The minutes of the last Operations Committee held on 28th November 2019 were agreed as a true and accurate record.</p> <p>e) The minutes of the last Finance, Audit and Risk (FAR) Committee held on 7th November 2019 were agreed as a true and accurate record.</p> <p>The minutes were accepted as an accurate record and actions noted.</p>	

5	<p>MioCare Group Board Work Plan VP informed the members there had been some small changes made to the 2020 work plan. Changes include the date of Operation Committee and a deferment of 2 items. If members have anything to add to the workplan please inform VP who will ensure it is updated.</p>	
For Discussion		
6	<p>iTrent Payroll KD informed members the presentation has been deferred to a later date because the system is currently in the testing phase. It has been requested that the presentation is given at February's Operations Committee.</p>	
7	<p>Committee Updates JJ began with an update of the FAR Committee meeting and advised that the management of risk had come a long way. Generally, we are in a good position and have made good progress although some concerns remain in terms of ongoing liability. An invite to all members to future FAR Committee meetings was offered. Members noted the progress that had been made in relation to risk and concerns about viability.</p> <p>PW informed that the last Operations Committee meeting was good. The performance report continues to be developed and with good progress made. The work to date on KPI's is good, but it still has challenges. The presentation about mental health was excellent and it will be revisited at future Operations Committee meetings.</p> <p>PW enquired if the spotlight reviews had taken place. RV provided an update and informed there have been some good inclusive discussions with managers. KD recommended the outcomes of the first round be presented at Operations Committee.</p> <p>KD stated an Enablement Board meeting invite will be sent out to CB and PW. PW concluded that as a Board there is a need to maintain focus on the integration process and there is concern Members can't and won't have complete assurance of the risks around integration.</p> <p>Action: RV to present the outcome of the spotlight reviews at the next Operations Committee.</p>	RV
8	<p>Performance and Assurance Report VP informed members the report allowed them to be sighted on assurance activity across all areas although some items in the report have been previously covered at the Committees. Members were asked to consider the report and provide feedback on the content, format and purpose. VP also offered that due to timings the information may be different to that which was presented to Committees.</p> <p>A comprehensive discussion took place in relation to recent repatriation activity and some of the challenges the team have faced.</p> <p>ZC offered thanks to VP for the report and stated the dashboard was appreciated. ZC also enquired if the Board can do anything to assist with problems around sickness. RV informed that there is confidence that over the next reporting quarter the members will see the actions from the spotlight review have an effect.</p> <p>PW concluded that a review of information that is taken to the Committees will be completed, but as a Board it could be acceptable to ask for further assurances.</p>	

	<p>KD provided an explanation of service of last resort to support CHASC and the staffing of a rest centre to the members that were unfamiliar with the arrangement.</p>	
	<p>MD Update KD gave an update in the following areas:</p> <ul style="list-style-type: none"> – The Group’s reported consolidated end of year financial performance was a loss of £229k. - Approx. 40 stakeholders attended 2 recent Enablement engagement events, including the Deputy Chair, PW. Both events were well received. – The Community Health and Adult Social Care (CHASC) team, which MioCare work collectively with on community services, recently had an away day to consider the year ahead. – The Director of Policy from the National Care Forum visited MioCare on 20th January which went very well. – Interim management arrangements are in place at Holly Bank – Acknowledgment was given of the sad passing of Derek Heffernan. Praise for his long service and the excellent work he did for the residents of Oldham was offered. – Further challenges surrounding the opening of Holly Bank continue. – The urgent care system in Oldham has been under sustained pressure for many weeks. – A meeting with all Extra Care stakeholders will take place on 24th January 2020 to clarify roles and responsibilities in relation to fire, particularly when MioCare are the only agency on site. A full update will be provided to members once it has taken place. <p>PW stated that with regards to integration it is a very ambiguous situation and total assurance is difficult to find. Action: KD to send the enablement video to members.</p>	
10	<p>Management Accounts Period 12 (2019) Accounts for period 12 were discussed during agenda item 11.</p>	
11	<p>Draft Budget 2020 – 2021 Paper PW informed members that to bring MioCare’s financial cycle into line with Oldham Council the intention is to have a 15-month financial “year” from January 2020 to April 2021. This will enable future financial decisions made by Oldham Council to be timelier for MioCare’s financial planning. The 2020 draft budget was presented and after a thorough discussion it was decided that the budget be reworked following the Council’s budget being signed off and the management fee income agreed. KD offered that the 2020/21 group budget will be redrafted and meetings will take place with MW and Director of Finance ahead of the final budget paper being presented to Board in April 2020 Action: A paper be presented to Board in April with details of the final budget.</p> <p>MW exited the meeting at 5.40pm</p>	KD

12	<p>External Audit Update</p> <p>Board members accepted the recommendation of the external auditors, Grant Thornton that members do not sign off the final accounts until the 2020 Council budget has been signed off and the MioCare Group budget has been agreed.</p> <p>CB suggested the Chair of FAR Committee revisit the risk rating around the company finances.</p>	
13	<p>MioCare Strategic Plan</p> <p>KD informed members that enclosed with the report is a list of feedback and comments received and how these have been incorporated into the updated strategic plan. KD suggested that due to the discussion on the 2020 budget he recommended that it remain a proposed strategic plan until the budget is confirmed.</p>	
14	<p>Digital Care Planning Business Case</p> <p>RV informed members he had researched different areas of digitalisation to assist the Group achieve the strategic objectives. The report and attached appendices set out the business case for the preferred approach to introduce a digital care planning system. The paper also makes the case for the rollout of the existing staff scheduling system called Staff Plan that is already in use in Reablement. The Council, supported by Unity Partnership recently launched its commitment to a new digital programme for Team Oldham (Oldham Council, Unity Partnership, Oldham CCG and MioCare) and engagement with the Council to discuss supporting the MioCare journey has commenced. KD closed the discussion informing that in principle fees will be met by the corporate Team Oldham digital programme budget. Members decision was to go ahead with the agreement and ask that RV would check in throughout the process.</p> <p>Decision: Members agreed to approve the approach to implement a digital care planning and the roll out Staff Plan across the Group, subject to securing the resources required from the Team Oldham digital programme budget or other Council capital monies.</p>	
15	<p>AOB</p> <p>No further business.</p>	
	<p>Next Meeting</p> <p>Thursday 23rd April 4pm – 6pm</p> <p>Ena Hughes Resource Centre</p>	