



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

Minutes of the Board of Directors' Meeting

Thursday 23rd April 2020

Via MS Teams 6pm

Public Minutes

Present:	Board Members	In attendance
	<p>CLlr Steven Bashforth (CLlr SB) – Chair</p> <p>CLlr Zahid Chauhan (CLlr ZC)</p> <p>CLlr Louie Hamblett (CLlr LH)</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>Valerie Perrins – Associate Director QPC (VP)</p> <p>Diane Taylor - Associate Director LD (DT)</p> <p>Mark Warren – Shareholder’s Advisor & DASS (MW)</p> <p>Karen Wilson – Business Support Manager (Minutes)</p>

No	Agenda Item	Action
1	Welcome, Introduction, attendees and apologies SB welcomed all attendees.	
2	Declaration of Interest MW is the MD of the Community Health and Adult Social Care Service (CHASC), Shareholder’s Advisor & DASS for Oldham.	
	For Information	
3	Minutes of Last Meeting <ul style="list-style-type: none"> a) The confidential minutes of the last Board meeting held on 23rd January 2020 were agreed as a true and accurate record. b) The public minutes of the last Board meeting held on 23rd January 2020 were agreed as a true and accurate record. c) The Board action log was discussed and updated accordingly. d) The minutes of the last Operations Committee held on 18th February 2020 were agreed as a true and accurate record. e) The minutes of the last Finance, Audit and Risk (FAR) Committee held on 11th March 2020 were agreed as a true and accurate record. 	
	For Discussion	
4	MD Covid 19 Update KD informed Board Members that this paper provides them with an organisational update in the context of the Covid 19 crisis with a focus on the planning, response and the impact of the virus on the MioCare Group.	

KD gave an update in the following areas:

- The daily Covid 19 SITREP and report was highlighted.
- A brief update was given around the MioCare Group financial performance. At quarter 1 the budget is just ahead with a small surplus.
- The MioCare Group 2020 Objectives will be updated and provided offline.
- Gold, Silver and Bronze Covid 19 meetings are taking place. KD and MW attend daily Silver meetings. These have now been stepped down from 7 days a week to 3 days a week. MW attends the Gold meeting and there are 2 Bronze meetings that KD attends/chairs.
- Early planning allowed SLT to make several decisions to mitigate the impact caused by the virus. A brief explanation of what these included was provided for Board Members.

PW enquired if the Trade Unions were supportive of the decisions.

Regular meetings have been set up with Unions and the unions have been very supportive and complimentary about MioCare's approach to date.

PW questioned who makes the decision to stop services and make changes.

KD advised some decisions were made by MioCare SLT and there were some services that were impacted by the new guidance e.g. day centres, respite. Other decisions were presented to the CHASC Bronze meetings and where appropriate validated through the wider governance H&SC system e.g. Bronze discharge meetings

KD informed the daily SITREP process has been used to capture the timeline of when things were done.

VP added all of the necessary notifications have been completed.

KD continued with his update:

- The number of suspected and confirmed Covid 19 cases was given to Board Members they were advised there appeared to be a current downward trend in recent days.
- There have been challenges for the teams when delivering and managing services under the lockdown.
- Following guidance, the whole workforce was categorised and arrangements made for any staff who were deemed 'at risk'.
- Some staff have been redeployed internally to manage risk. The whole system has supported redeployment. This has been one of the big advantages of being part of CHASC.
- CHASC had local testing arrangements set up and as part of the System MioCare staff have been able to access this.
- There have been huge issues nationally with PPE. MioCare have been fortunate in that MW and the Procurement team have helped hugely with to access the Oldham System PPE emergency supplies.
- The strong foundations of integration already laid and the positive relationships in place helped and allowed the opportunity for CHASC and MioCare to shine.
- MioCare has played a leading role in the new Covid-19 discharge pathway.
- MioCare has agreed to play a key role in an 'Alternative Discharge' process.
- This is not going to be a short term problem and it will affect the business going forward.

MW added in the wider context the Oldham system came together amazingly well. Everyone worked together for the common cause. MioCare SLT have worked exceptionally throughout this crisis and the reputation of the company has been

	<p>enhanced. KD has ensured MioCare has been an instrumental component of getting people out of hospital. The whole system has now recognised this concept and the 'can do' response of MioCare was appreciated by all stakeholders.</p> <p>PW questioned if going forward there are any relevant changes to the strategic plan and if so for KD to bring it to Board to allow them to reflect on it. KD advised he will review and bring to the next meeting.</p> <p>All Board Members offered thanks to the MioCare team for their work during this unprecedented time.</p>	
5	<p>Management Account Period 3</p> <p>KD presented the management accounts for period 3 and advised the income throughout the Covid 19 period has been maintained and any additional Covid related costs that are incurred are being recorded with the assumption that these costs will be recovered.</p>	
For Decision		
6	<p>Final Budget 2020 – 21 Paper Cllr ZC joined the meeting at 7pm.</p> <p>KD presented the final budget to Board Members and advised that the budget proposed reflects the final negotiations with the Council. It had already been presented to the FAR Committee. KD asked for it to be formally signed off. Board Members unanimously agreed to sign off the final budget.</p> <p>Decision: Board members agreed to sign off the final budget.</p>	
7	<p>AOB Cllr ZC stated he wished to offer thanks to the MioCare management team and their staff for the work they all continue to do under such difficult circumstances helping the wider system.</p> <p>The meeting closed at 7.20pm.</p>	
	<p>Next Meeting Thursday 23rd July 2020 4pm – 6pm MS Teams</p>	