



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

Minutes of the Board of Directors' Meeting

Thursday 23rd July 2020

Via MS Teams 4pm

Public Minutes

Present:	Board Members Cllr Steven Bashforth (Cllr SB) – Chair Cllr Zahid Chauhan (Cllr ZC) Cllr Louie Hamblett (Cllr LH) Peter White – Deputy Chair, Non-Executive Board Member (PW) – Chair Jeff Jones – Non-Executive Board Member (JJ) Cathy Butterworth – Non-Executive Board Member (CB) Karl Dean – Managing Director (KD)	In attendance Rick Vogan – Director of Care (RV) Mark Warren – Shareholder’s Advisor & DASS (MW) Paul Wood – System Integration Director, Oldham (PWo) Paul Wilkinson – Finance Manager (PWi) Joanne Love – Director, Grant Thornton – Audit (JL) Julia Veall – Transformation Advisor, Council (JV) Karen Wilson – Business Support Manager (Minutes)
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No	Agenda Item	Action
1	Confidential – Board Members Only	
2	Welcome, Introduction, attendees and apologies SB welcomed all attendees.	
3	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		
4	Minutes of Last Meeting <ul style="list-style-type: none"> a) The confidential minutes of the last Board meeting held on 23rd April 2020 were agreed as a true and accurate record. b) The public minutes of the last Board meeting held on 23rd April 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 13th May 2020 were agreed as a true and accurate record. e) The minutes of the last Finance, Audit and Risk (FAR) Committee held on 16th June 2020 were agreed as a true and accurate record. 	
For Discussion		
5	Reflection, Recovery and Forward Plan KD provided Board Members with a presentation of a MioCare COVID19 situation review and explained there are themes of what had gone well during the Covid-19 pandemic,	

	<p>what could have gone better and some key learning points. KD went on to say that he felt despite the huge challenges of Covid-19, the MioCare Group had come out of it stronger and its position as a key stakeholder had been strengthened.</p> <p>KD presented a revised business plan objectives in light of Covid-19 with some 2020/21 targets being pushed back.</p> <p>Members offered that the target dates may be too ambitious in the current climate. PW asked how Members will be kept up to speed about the development of the deliverables that pose significant issues for the Board? KD confirmed that whenever there is a significant development the Board Members will be advised with timelines in place to ensure this also.</p> <p>CLrLH asked what the timeline is for those services who have been paused to return. KD advised that most services had continued throughout the crisis and those paused are starting to return. Respite is very close to reopening with a paper currently going through system governance with an intention of opening in early August. The reopening of day services is taking longer because this service is more difficult to manage with Covid-19 restrictions. Extra Care and Holly Bank are also assessing clients to move into the services.</p> <p>Chair concluded there is confidence everything has been identified and it was job well done to all of the team. Thanks, was offered to KD for the presentation.</p>	
6	<p>CHASC Alliance Integration Road Map PWo who has been commissioned to the role of System Integration Director for Oldham, provided a presentation to Board Members to update on the potential Oldham Integration Care Partnership (ICP). This included models, contractual form and delivery structure and a draft timeline and road map.</p> <p>A discussion followed and CLrZC stated that all key stakeholders were engaged early on these matters and there was appropriate consultation. MW offered that the Council are looking for key partners to try and explore the next stage of working together. CLrZC reminded it is for Board Members to decide what's in the best interests of the MioCare Group.</p>	
7	<p>National Care Forum (NCF) Board Member Session Update Due to time restraints, CB recommended she speak to KD and JJ at a later date to discuss if the learning from the NCF Forum will impact the business risk in the wake of COVID19. The notes and slides will be sent to Members. This was agreed. Action: Notes and slides from the NCF Board Member session to be sent to Board Members.</p>	CB, KW
8	<p>Committee Updates As Chair of the Remuneration Committee, CB proposed that the minutes of the recent Remuneration Committee meeting that had been previously distributed to Board Members be considered and proposals within the minutes accepted. Decision – Members voted to approve the minutes and the recommendations.</p> <p>As Chair of the Operations Committee, PW advised the main order of the recent meeting was the impact of COVID 19, he also requested it be placed on record that operationally the workforce have done an outstanding job.</p> <p>As Chair of the Finance, Audit and Risk Committee, JJ advised that the recent meeting was a catch up of all the responses to COVID 19. JJ added he is particularly pleased about</p>	

	<p>how the Committee has developed and the processes that have been put in place over the last 12 months. It is a credit to those that put them in place. KD has provided a COVID Risk Register which will have an impact going forward. JJ concluded by agreeing with PW in relation to the to the great efforts from the workforce during this time.</p>	
9	<p>MD Update</p> <p>KD reminded Board Members that this paper provides an organisational update with regard to items not covered elsewhere on the agenda.</p> <p>KD gave an update in the following areas:</p> <ul style="list-style-type: none"> – Risk assessments of workplaces and people, with specific priority to BAME staff – NHS guidance sets out that he hospitals shouldn't be above 80% capacity and are required to how A&E departments should be accessed. The whole system is looking how it can rise to the challenge. – There has been lots of debate around progressing CHASC to a formal alliance the Integrated Care Partnership. – The QPC team have secured a further £10k of funding from the workforce development fund. None of the money is in the original budget. – The discharge hub has successfully seen the majority of people go straight home from hospital with care, which has resulted in less demand for Medlock Court bed base. The hub has been a real success story of the last few months. – Transition planning is underway to see us accommodate 8 people to move into Holly Bank by the end of August. The next cohort are being identified and it is expected it will be at full occupancy by March 2021. – A risk register around COVID has been completed and will be alluded to during the assurance report. 	
10	<p>Assurance Report</p> <p>RV informed Board Members that this paper allows them to be sighted on assurance activity since the previous meeting and will provide an update in response to the COVID pandemic. RV updated in the following areas:</p> <ul style="list-style-type: none"> – There have been no serious staff incidents/accidents. – To make environments COVID safe and after liaising with the Health and Safety team, a comprehensive risk assessment process for all staff and operational environments is currently underway. – The FAR Committee reviewed the corporate risk register during the FAR meeting which took place in June. A breakdown of the risk type was provided. – A COVID 19 risk register has been developed with 8 risks identified. – Redeploying and managing the workforce to ensure essential services continued to be safely delivered has been the main focus over this difficult period. – Staff and service user testing for Covid-19 has been well accessed. None of the staff who tested positive have required hospital treatment. Continuing the testing as a rolling programme across all services is being looked at. – A number of communication measures have been introduced to ensure the workforce are as informed as possible during this time of substantial change. – The existing business continuity plans will need to be reviewed in the light of the learning from the last few months. This work will be scheduled for later in the year. 	
11	<p>Management Account Period 6</p> <p>PWi informed the Board Members that at Month 6 the surplus across all 3 companies was £93k, at month 5 this had been £29k. The breakdown of the individual companies is MioCare Group has a deficit of £16k against a budget of £19k deficit, OCS has a surplus of £80k against a budget of £8k surplus and MSL has a surplus of £29k against a budget</p>	

	of £16k surplus.	
For Decision		
12	<p>Team Oldham Workforce Plan</p> <p>JV informed Members that this report seeks approval of the new Workforce Strategy for #TeamOldham 2020 – 2023 and the implementation of developing delivery plans to support its embedding across #TeamOldham organisations. A workforce strategy is required to set the ambitions and strategic direction for the #TeamOldham workforce and is at the core of realising organisational priorities. When endorsed, the Workforce Strategy will be translated into a delivery plan ensuring a coherent and cohesive approach to workforce design and development over 2020-2023. An explanation of the 12 pillars that the strategy has been developed into was provided to Members. JV welcomed questions and comments.</p> <p>Decision: Board Members agreed to adopt the #TeamOldham strategy for MioCare Group.</p>	
13	<p> a) External Audit b) 2019 Final Accounts MioCare Group CIC c) 2019 Final Accounts Oldham Care and Support d) 2019 Final Accounts MioCare Services </p> <p>JL informed the group she presented MioCare Group CIC statutory accounts 2019 for approval and formal signing. JL provided a brief verbal update of the audit findings and informed Members that in the audit opinion of significant risks there was nothing of significant concern. JL asked if Board Members formally approved the audit findings and agree for the signing of the 2019 accounts. All Board Members agreed. JL concluded by offering thanks to PWi and his team for their assistance whilst the auditors prepared the accounts and also to Board for commissioning Grant Thornton.</p> <p>JJ stated that as Chair of FAR Committee, he would welcome a conversation with JL to discuss the audit and budgets over the next 6–9 months. JL confirmed she would be happy to discuss offline.</p> <p>Action: JJ & JL meet to further discuss the audit and budgets.</p> <p>Decision: Chair and KD formally signed off the statutory accounts of 2019.</p>	
14	AOB and Close	
	<p>Next Meeting Thursday 22nd October 2020 4pm – 6pm MS Teams</p>	