



**Oldham Trading Services Group**  
**[Oldham Care Services Ltd: Oldham Care and Support Ltd: Oldham Care and Support at Home Ltd]**  
**Minutes of the Board of Directors' Meeting**  
**24 July 2015**

<b>Present:</b>	<b>Board members</b> Cllr Zahid Chauhan (Chair)[ZC] Cllr Jenny Harrison [JH] Cllr John F McCann [JMc] Cllr Barbara Brownridge (BB) Karl Dean – Managing Director [KD]	<b>In attendance</b> Maggie Kufeldt – OMBC Exec Director acting as shareholders advisor to the Board [MK] Danielle Procter- (DP) June Rainford- AD OPS and COoH (JR) Diane Taylor – AD LD &MH (DT) Paul Wilkinson- Finance Manager (PW)
<b>Apologies:</b>	Paul Whitehead - Finance Director Cllr Ginny Alexander	

No	Agenda Item	Action
1	<b>Welcome, Introduction, attendees and apologies Danielle Procter and Barbara Brownridge in attendance.</b>  The Chair welcomed everyone to the meeting, Introductions were made and apologies recorded for Ginny Alexander and Paul Whitehead.	
2	<b>Declaration of Interest</b> JMc is a member of the Unity Partnership Board.	
3	<b>Minutes of the last meeting</b>  The minutes of the last Board meeting, held on 25 <sup>th</sup> March 2015 were agreed as a correct record.  The approval to circulate the public minutes of the same meeting to full Council was also secured.	

4	<p><b>Matters arising not on the agenda</b></p> <ul style="list-style-type: none"> <li>• Closed actions from Action Log since the last meeting-</li> <li>• There were a number of open actions that were noted that were being progressed.</li> </ul> <p>ZC asked the management team to look into setting up the company's website and producing a company newsletter.</p> <p>KD confirmed to the board, he will be progressing the recruitment for two Board Member Non- Exec Director positions.</p>	KD
5	<p><b>Performance and Workforce Committee Minutes April 2015</b></p> <p>The minutes of the last meeting dated 14<sup>th</sup> April 2015 were agreed as a correct record.</p> <p>Members discussed the possibility to having annual achievement awards for the staff.</p> <p>Cllr. JMc sought points of clarification on issues surrounding long –term and short- term sickness.</p>	
6	<p><b>Changes to Board membership and the senior team</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed KD as the new Managing Director.</li> <li>• The Chair and the Board thanked outgoing Managing Director Danielle Proctor for her contribution in setting up the company and developing it over the past two years.</li> </ul> <p>It was noted that KD has been registered a Director of the company and DP removed.</p> <p>DP informed the Board that KD needs to be added at the Companies House and in line with the CQC arrangements, and equally lined with the Information Commission.</p> <ul style="list-style-type: none"> <li>• The Chair and the Board also thanked Cllr. Barbara Brownridge for her contribution in her role to the company and confirmed Cllr. Alexander has been nominated and appointed to the Board.</li> <li>• It was noted that Cllr. Brownridge has been removed as a Director of the company and Cllr. Alexander has been appointed as a Director of the company.</li> </ul>	

7	<p><b>Arrangements for Future Board Meetings</b></p> <p>The Board discussed the times and dates for the future Board Meetings. ZD reminded members of their responsibilities and asked members to email RI with their preferred days and times going forward. In the absence of Cllr. Ginny Alexander it was noted that Mondays were preferred due to her work commitments. RI will then distribute the remaining dates until April 2016.</p> <p>KD confirmed that the next two schedule meetings were September and November. ZC requested that at the beginning of future Board meetings members received a presentation from management about one of the services that OCS delivers.</p>	RI
8	<p><b>Half Year Strategic Plan Review</b></p> <p>DP, DT and JR presented a mid-year performance which was well received by members.</p>	
9	<p><b>Proposed Redevelopment of Boston House and future use of ENA Hughes Resource Centre</b></p> <p>KD and MK talked members through the salient points of the paper and explained that relocating existing OCS LD services into a redeveloped Boston House which would realise significant savings and provide a high quality Extra Care scheme. The proposal requires the operational staff currently based at Ena Hughes to be relocated at into Boston House and a new HQ needs to be secured for the senior and central teams.</p> <p>After a full discussion the Chair asked the Board to vote on this matter.</p> <p><b>Decision:</b> The Board agreed in principle to vacate Ena Hughes in the coming future on the following basis:-</p> <ul style="list-style-type: none"> <li>• A suitable HQ is secured for Oldham Trading Company with the same or similar facilities that are currently provided at Ena Hughes i.e. suitable offices, board room, meeting and trainer spaces.</li> <li>• If there isn't a suitable location within the council's estate a venue may be sourced on the open market.</li> <li>• The venue would allow OCS to promote its brand and independence.</li> <li>• The cost of any new offices should be within the current cost envelope and any move costs would be within the costs of the project.</li> </ul>	
10	<p><b>Management Accounts Period 6</b></p> <p>Board were presented with Management Accounts for both OCS and OCSH for the period 6 of Financial Year 2015 by PW. It was noted that whilst overall performance was ahead of budget, the Home Care service in OCS was £20k</p>	

	<p>negative variance to budget and improving this position was proving difficult. The savings target for the rest of the year also presented the management team with a significant challenge.</p> <p>ZC requested that a presentation on Home Care was made at the start of the next Board Meeting.</p>	<b>KD</b>
11	<p><b>Risk Register</b></p> <p>KD gave an overview of the current risks that were on the risk register and members were invited to comment of specific risks. KD offered that he felt that some risks scores were high and advised that focus and attention will be made to reduce the scores.</p>	
13	<p><b>AOB and close</b></p> <p>Chair and the Board confirmed all points being covered, thanked everyone for their attendance and concluded until the next Board Meeting.</p> <p>KD offered that recruitment would shortly be commencing for the Business Administration Manager and the Associate Director Quality, Performance and Compliance.</p> <p>KD stated that he had been requested to produce a paper for the Overview and Scrutiny Committee - Value for Money Select Committee in August 2015 and was required to attend in person.</p>	
13	<p><b>Date and Time of next meeting : TBC</b></p>	