



## Oldham Trading Group

[Oldham Care Services Ltd: Oldham Care and Support Ltd: Oldham Care and Support at Home Ltd]

### Minutes of the Board of Directors' Meeting

18<sup>th</sup> January 2016

Public Minutes

<b>Present:</b>	<b>Board members</b> Cllr Zahid Chauhan (Chair) Cllr Jenny Harrison (CllrJH) Cllr John F McCann (CllrJMc) Cllr Ginny Alexander (CllrGA) Karl Dean – Managing Director (KD) Mick Ord – Non Executive Board Member (MO)	<b>In attendance</b> Paul Whitehead - Finance Director (PW) Diane Taylor – Associate Director LD &MH (DT) June Rainford – Associate Director OPS & COoH (JR) Valerie Perrins – Associate Director QPC (VP) Maggie Kufeldt – OMBC Exec Director acting as shareholder’s advisor to the Board Sarah Southern – Business Admin Manager (Minutes)
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No	Agenda Item	Action
1	<b>Welcome, Introduction, attendees and apologies</b>  The Chair welcomed everyone to the meeting and introductions were made.	
2	<b>Declaration of Interest</b>  CllrJMc is a member of the Unity Partnership – JVCo Board and Unity Partnership Ltd - Partnership Board	
3	<b>In Confidence – Section</b>  Members discussed one item without Oldham Trading Group Senior Leadership Team present.	

4	<p><b>Oldham Trading Group Branding – Presentation from Taylor O’Brien</b></p> <p>The team from Taylor O’Brien (TOB) and the senior leadership team joined the meeting.</p> <p>Introductions were made and TOB gave an overview of the brief that were given for the branding project. They explained that the criteria for the name was that it was:</p> <ul style="list-style-type: none"> <li>- Ethical</li> <li>- Neutral</li> <li>- Simple, straight forward and short</li> <li>- Conveyed care, prevention and health</li> <li>- Easy to understand</li> </ul> <p>Board discussed the 3 options and it was decided that MioCare was the preferred name for the company.</p> <p>KD stated that if the company is to be successful in bidding for and providing services outside of the borough of Oldham, then the name of Oldham Care and Support at Home (OCSH) should also be changed to link in with the new name for the company.</p> <p>KD recommended that OCSH be changed to MioCare Services.</p> <p>Board held a discussion about changing the name of OCSH and agreed that this should also be changed.</p> <p>MK suggested that a briefing note be written and sent to and EMT and Members to notify them of the new name for the company.</p> <p><b>Agreed: It was agreed by all those present that the name of the parent company be changed to MioCare Group and OCSH be changed to MioCare Services.</b></p> <p><b>Action: KD to produce briefing note for EMT and Members re: name changes.</b></p>	KD
5	<p><b>Minutes of Last Meeting</b></p> <p>The minutes of the last Board Meeting held on 7<sup>th</sup> December 2015 were agreed as a true record.</p>	
6	<p><b>Matters Arising and Previous Actions</b></p> <p>Chair went through the Action Log and it was updated accordingly.</p>	
7	<p><b>Limecroft</b></p> <p>KD gave an overview of the progress made at Limecroft and two recent independent reports that had been commissioned. The Board asked for regular updates to come to the Board in relation to Limecroft.</p>	

8	<p><b>MD Update</b></p> <p>KD gave an update on the following areas:</p> <p>The relationship with Oldham Council and Key Stakeholders within the Council remains positive.</p> <p>Recruitment remains an issue across the company and KD has been working with the Council's communications team to run a recruitment campaign in the Oldham Chronicle.</p> <p>The remodelling and relocation of services within the Supported Living portfolio were discussed.</p> <p>It was noted that the Home from Hospital pilot scheme that has been running since November 2015 will end on 31<sup>st</sup> January 2016.</p> <p>OCSH has been asked to mobilise plans for the transfer of the Extra Care service. The start date has been agreed as 29<sup>th</sup> February 2016. Meetings with staff from the incumbent provider will be held on 20<sup>th</sup> January 2016.</p>	
9	<p><b>Management Accounts Period 11</b></p> <p>PW gave an update on the group's management accounts as they stand at month 11.</p> <p>OCS has currently made a surplus for the year of £312k.</p> <p>The forecast for the financial year is that the company will make a surplus of £335k. Included in this forecast is the additional income which has been agreed for Support Accommodation and the recovery of VAT incurred through the creation of Oldham Care Services.</p> <p>OCSH continues to incur a loss. Whilst a loss position was agreed as part of this year's budget planning, the actual loss for the year to date is £72k. The Home Care service continues to incur a significant loss as a number of significant care packages for some of the service users were interrupted due to geographical issues, hospital admission and some services ended due to the death of service users. The SLT are continuing to work on a turnaround plan for Home Care.</p> <p>In summary, the performance for period 11 is positive however challenges remain until year end and these will need managing diligently in order to the deliver the Group budget.</p>	
10	<p><b>Year End Accounts</b></p> <p>PW gave an update on the Year end Accounts.</p> <p>The Auditors from Grant Thornton are currently working with the Finance to prepare the end of year accounts. They are aiming to complete their work by</p>	

	<p>Friday 22<sup>nd</sup> January 2016 and then the accounts can be signed off at the Extra – Ordinary Board meeting on Friday 29<sup>th</sup> January 2016.</p> <p>The surplus at year end is projected to be £319k.</p> <p>The healthy year end figure somewhat masks the loss that has been incurred in OCSH which is due to the poor performance of the Home Care Service.</p> <p>The organisation still needs to secure £350k of savings to deliver the 2016 budget, internal discussions are being held on how this can be achieved.</p> <p>Chair stated that the company needs a clear plan on how to improve the finances for Home Care.</p> <p>KD stated that he has requested the Finance team to some modelling.</p>	
11	<p><b>Risk Register</b></p> <p>PW gave a verbal update on the risk register.</p> <p>It was noted there has not been any changes to the register since the last meeting in December 2015.</p>	
12	<p><b>AGM / Staff Awards Event</b></p> <p>The proposed date for this event is 24<sup>th</sup> February 2016 however it has now come to the team’s attention that the council are holding their Budget Council on the same evening and so this will impact on attendance.</p> <p>It was agreed that the event would now be held on 2<sup>nd</sup> March 2016.</p>	
13	<p><b>AOB</b></p> <p>No other business was raised.</p>	
14	<p><b>Date and Time of next meeting:</b>  <b>Monday 14<sup>th</sup> March 2016, 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth</b></p>	