



**MioCare Group**  
**[Oldham Care and Support Ltd: MioCare Services Ltd]**  
**Minutes of the Board of Directors' Meeting**  
**18<sup>th</sup> September 2017**  
**Commercial In Confidence**

<b>Present:</b>	<b>Board members</b> Cllr Zahid Chauhan (Chair) Peter White – Deputy Chair, Non-Executive Board Member 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> Maggie Kufeldt – OMBC Exec Director acting as shareholder’s advisor to the Board (MK) Paul Whitehead - Director of Finance and Resources (PW) Diane Taylor – Associate Director LD &MH (DT) June Rainford – Associate Director OPS & COoH (JR) Valerie Perrins – Associate Director QPC (VP) Sarah Southern – Business Admin Manager (Minutes)
<b>Apologies:</b>	n/a	

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.	
<b>For Information</b>		
3	<b>Minutes of Last Meeting</b>  a) The confidential minutes of the last Board Meeting held on 31 <sup>st</sup> July 2017 were agreed as a true and accurate record.	

	<p>b) The public minutes of the last Board Meeting held on 31<sup>st</sup> July 2017 were agreed as a true and accurate record.</p> <p>c) The board action list was discussed and updated accordingly.</p>	
4	<p><b>Governance Action Plan</b></p> <p>Members discussed the Governance Action Plan.</p> <p>Chair requested that a Calendar/menu of activities is created and issued to Board members on a regular basis so that they can prioritise their diaries accordingly.</p> <p>All members requested that they are given as much notice as possible for meeting dates and events.</p> <p><b>ACTION: VP to look at creating a calendar of events for Board members</b></p>	VP
<b>For Discussion</b>		
5	<p><b>Integrated Care Organisation Update – Maggie Kufeldt</b></p> <p>MK gave an overview on the Integrated Care Organisation (ICO) and update on the progress achieved so far.</p> <p>Members discussed the potential impact on the MioCare Group.</p> <p><b>ACTION: MK to send Transformation Bid document to Board members</b></p>	
6	<p><b>MD update</b></p> <p>KD gave an update on the following areas:</p> <ul style="list-style-type: none"> <li>- The financial performance across the Group is showing a surplus of £148k</li> <li>- KD and the Chair met with members the Council Leadership and SLT to brief them on the Pay and Reward review.</li> <li>- A recruitment event was recently held in association with ‘Get Oldham Working’. The event was very well attended and a number of vacancies have already been filled.</li> <li>- The ‘We Do Care’ scheme that was introduced last year has been very successful and the 3 trainees have now secured permanent contracts with the MioCare Group.</li> <li>- A staff engagement event is planned for late October where we are planning to launch the Group’s rewards scheme and Fit for Oldham. The scheme offers benefits that have been tailored to the MioCare Group and will strengthen our offer to new employees.</li> <li>- Planning permission has now been secured for the new SHALD (Supported Housing for Adults with a Learning Disability) project. This will be built on the old Limecroft site. DT has had a lot of involvement in the planning and design for this project.</li> <li>- The decommissioning of the Well Being sites, Wildbrook and Recycling is coming to end. We have been able to retain a number of staff members and they have been redeployed into other roles across the company and the new day service.</li> <li>- A redesign of OCS services based at Whitney Court is underway and staff have</li> </ul>	

	<p>now been informed about the changes. The proposal is to have ‘one team’ that will operate across Community Reablement, response and Crisis and then have a separate Helpline team.</p> <ul style="list-style-type: none"> <li>- MioCare Services have been chosen to provide a mobile night time service across all 6 of the Extra Care Housing Schemes. This growth opportunity will also bring in some additional income.</li> <li>- After a comprehensive process, we have been successful in securing a place on the Greater Manchester Ethical Commissioning Framework. This will enable the company to bid for work across the region.</li> </ul> <p>The new Day Care service will be launched on Monday 2<sup>nd</sup> October 2017. Service users have been consulted on the name for the service and they have chosen - MILES@Ena (MioCare Independence Learning and Enablement Service).</p> <p>KD and PWh will be attending the Council’s Performance and Value for Money (PVFM) meeting on 6<sup>th</sup> October 2017. At the last meeting they were asked to come back after 6 months as they had concerns regarding the 2017 budget.</p> <p><b>ACTION: KD to send a copy of the PVFM report to board members.</b></p>	KD
7	<p><b>Risk Management Framework</b></p> <p>PW gave an update on the risk register and explained that there have been a significant amount of changes since the last board meeting. These include:</p> <ul style="list-style-type: none"> <li>- The risks have now been renamed and aligned with the strategic objectives of the company</li> <li>- On review some of the risks have now achieved a target score and so it is proposed that these are now removed from the register and kept under review at the relevant committee meeting.</li> <li>- There was a lot of repetition of risks and so some risks have been merged</li> </ul> <p>PW stated this he this this is a good step forward however a discussion needs to be held to decide which risks sit with which committee.</p> <p>PW also requested that if there are any high level risks, then a plan should be included in the papers on how the company will minimise / deal with the risk.</p> <p><b>AGREED: All members present agreed to the removal of the risks that have achieved their target score.</b></p>	
8	<p><b>Management Accounts Period 8</b></p> <p>PW gave an update on the management accounts as they stand at period 8.</p> <p>The performance across MioCare Group shows a positive variance of £148k.</p> <p>Oldham Care and Support has made a surplus of £182k.</p> <p>MioCare Services has made a loss of £27k.</p>	

<b>For Decision</b>	
9	<p><b>MioCare Review</b></p> <p>KD stated that as agreed at the last Board meeting, the Project tracker has been brought to board for completeness.</p> <p>KD gave an overview of the project tracker and explained what actions had been completed or superseded.</p> <p><b>AGREED: Board Members signed off the Strategic Review Project Tracker and were satisfied that all the work was completed or now formed part of other ongoing work.</b></p>
10	<p><b>Pay and Reward</b></p> <p>KD explained that this paper has been included as the Pay and Reward review has now been completed.</p> <p><b>AGREED: All Board members present agreed to the recommendations and for them to be implemented with effect from 1<sup>st</sup> January 2018.</b></p>
11	<p><b>MioCare Group Strategic Business Plan</b></p> <p>Sarah Long (SL ) – Executive Associate from 3DK Solutions joined the meeting.</p> <p>KD explained that 3DK Solutions had been commissioned to assist with the development of a 3 year business plan for the MioCare Group.</p> <p>SL gave an overview of the brief given by the members of SLT and explained that MioCare are clear on its objectives and understands its business and market place.</p> <p>SL continued and explained about the business modelling that had been undertaken to help further develop the business and identify areas for growth.</p> <p>Work on the business modelling will continue and it is hoped that the final business model will enable SLT to assess new business.</p> <p>KD explained that this is a good starting point and that it will evolve overtime and as the business grows.</p> <p>KD discussed the 2020 Vision – Strategic Plan and explained that a comprehensive SWOT analysis had been undertaken. KD explained the objectives and stated that as the Business Plan was not started until well into 2017, some of the objectives have already been achieved.</p> <p>Some financial assumptions have been made with regards to growth and the figures from the pay and reward review have also been incorporated.</p> <p>There is also an assumption that the Council will continue to cover any increased staff costs in OCS.</p> <p>Chair agreed that it was a good starting point and there is still lot of work to do and it</p>

	will be a working document that will need to adapt to the changes in the market.	
12	<b>AOB and Close</b> No items were discussed.	
	<b>Date and Time of next meeting:</b> Monday 20 <sup>th</sup> November 2017, 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth	