



MioCare Group

[MioCare Group CIC, Oldham Care and Support Ltd,
MioCare Services Ltd]

Minutes of the Board of Directors' Meeting

26th March 2018

Public Minutes

Present:	Board members Cllr Zahid Chauhan - Chair Peter White – Deputy Chair, Non-Executive Board Member (PW) Cllr Jenny Harrison (CllrJH) Cllr John F McCann (CllrJMc) Cllr Ginny Alexander (CllrGA) Karl Dean – Managing Director (KD) Jeff Jones – Non Executive Board Member (JJ)	In attendance Diane Taylor – Associate Director LD &MH (DT) June Rainford – Associate Director OPS & COoH (JR) Paul Wilkinson – Finance Manager (PWi) Karen Wilson – Business Support Manager (Minutes)
Apologies:		Valerie Perrins – Associate Director QPC (VP)

No	Agenda Item	Action
1	In Confidence – Board Member Only A discussion was had in relation to the appointment of the third Non Executive Director and the shareholder's representative.	
2	Welcome, Introduction, attendees and apologies The Chair welcomed everyone to the meeting and noted apologies from Valerie Perrins. Chair placed on record his thanks on behalf of the Board to Maggie Kufeldt who has recently moved on from Oldham Council and the Board all wished her well.	

3	<p>Declaration of Interest</p> <p>CLlrJMc is a member of the Unity Partnership – JVCo Board and Unity Partnership Ltd - Partnership Board.</p>	
For Information		
4	<p>Minutes of Last Meeting</p> <p>a) The confidential minutes of the last Board Meeting held on 12th January 2018 were agreed as a true and accurate record.</p> <p>b) The public minutes of the last Board Meeting held on 12th January 2018 were agreed as a true and accurate record.</p> <p>c) The board action list was discussed and updated accordingly.</p> <p>d) The minutes of the Operations Committee meeting held on 9th March 2018 were agreed as a true record and PW provided an update of the items covered at the meeting and felt that it was a good start. Once the Finance, Audit and Risk is up and running the Board will need to determine what areas are best served by each committee.</p> <p>e) The minutes of the Extraordinary Board meeting held on 14th February 2018 were agreed as a true record and KD provided an update on progress since the meeting.</p> <p>f) The minutes of the Remuneration Committee meeting held on the 14th February 2018 were agreed as a true record and KD provided an update on progress since the meeting.</p>	
5	<p>Governance Action Plan</p> <p>The Governance action plan was discussed and updated accordingly.</p>	
6	<p>MioCare Group Calendar</p> <p>KD informed the Board that a Board Away Day will be rescheduled for June. KW to send suggested dates to members for the half day session.</p> <p>Action: KW to send dates for away day</p>	KW
For Discussion		
7	<p>MD Update</p> <p>KD gave an update on the following areas:</p> <ul style="list-style-type: none"> - MioCare Group’s financial performance is off to a promising start and ahead of forecast at period 2. - Interviews for the Communication and Engagement Officer will take place on 5th April 2018. Among other duties the appointed candidate will lead on engagement with service users and staff. - The staff awards took place on Thursday 22nd March 2018 and were received very well. 	

	<ul style="list-style-type: none"> - Thanks was given to staff for the services delivered during the recent extreme weather. - Work is underway to turn the new business workshop into a bespoke business template <p>Lots of progress has been made in developing the policy framework and KD asked the Board to consider their role during the process of signing off policies.</p> <p>Chair advised that from a Governance perspective key the policies should be delegated through the relevant committee and recommended to Board for sign off. A summary of any changes following reviews should be highlighted by the Exec Team for an audit trail.</p> <p>KD recommended that the governance section of the MD update is used to reflect any policy updates and that the full documents are available on request for scrutiny at Board.</p> <p>JJ added that he would like to review the policies from a risk perspective as Chair of the Finance, Audit and Risk Committee.</p> <p>DT gave an update on operational issues in LD, Mental Health & Managed Services.</p> <p>JR gave an update on operational issues in Older Peoples Services.</p> <p>KD gave an update on the following:</p> <ul style="list-style-type: none"> - The draft report of the CQC inspection for Hunt Lane is expected soon. Verbal and written feedback received on the day was positive. We are expecting a 'Good' rating across all areas. 	KD
8	<p>Stakeholder Feedback Report</p> <p>KD presented the report and offered that the feedback was very positive. The majority of the partners had an understanding of MioCare, but less so around the companies of MioCare Group and the full range of services.</p>	
9	<p>Update – MioCare Group Objectives</p> <p>KD informed members the group objectives were discussed in depth at the Operations Committee. Following feedback a RAG rating has been included and this will allow Board Members to quickly assess progress against objectives.</p>	
10	<p>Management Accounts Period 2</p> <p>PWi informed the members the group are ahead of the forecast for month 2. The surplus for the group at Month 2 is £73k compared to a profiled budget of £54k surplus. Efficiency targets are set for the rest of the year and there is confidence that they will be achieved.</p>	
11	<p>Final Budget 2018</p> <p>PWi advised members the budget summary position is an overall surplus for the</p>	

	<p>group of £43k with an expected surplus of £5k in MioCare Group, £24k in Oldham Care and Support and £14k in MioCare Services.</p> <p>Staff costs have increased due to the pay increases that were previously agreed. All targets originally tasked by the council on transfer in 2013 have now been achieved.</p> <p>It was recommended the Board members approve the budget for 2018.</p> <p>The budget was well received by members and it was particularly pleasing no note that this was the first time that the MioCare Services was forecasted to make a surplus. The Board also acknowledged that a £4m per year saving that has been realised over the last four years whilst continuing to deliver a full range of services and congratulated the team for their efforts.</p> <p>APPROVED: All Board members present approved the 2018 budget presented by PWi</p>	
12	<p>Risk Register</p> <p>KD stated that the register had been reviewed but no changes have been made to the register since it came to the Board in January. The lead officer has been reviewed as previously requested by Members and KD stated that due to the small SLT resource these were accurately assigned.</p> <p>JJ volunteered his support to KD as the Board Champion for Risk.</p>	
For Decision		
13	<p>Staff Survey Action Plan</p> <p>JR gave an overview of the key proposed actions and offered that good progress was already being made.</p> <p>JJ offered his support in assisting managers to engage with staff. DT and JR agreed to meet to discuss.</p> <p>AGREED: The Board approved the staff survey action plan</p> <p>ACTION: DT, JR and JJ meet to discuss manager and staff engagement</p>	DT, JR, JJ
14	<p>Pension Policy</p> <p>KD presented the policy which in effect captured the group approach to pensions following the recent closure of the Local Government Pension Scheme (LGPS). KD advised that the key decision is in relation to the level of employer contributions from April 2019 and presented 4 options. KD informed the members that MioCare Group could seek the Pension Quality Mark accreditation if they agreed to the recommendation and associated costs.</p> <p>Board members felt that the employer contribution should increase to 6% from April</p>	

	<p>2019.</p> <p>AGREED: All Board members present approved Option 'C'</p>	
15	<p>ICO Update</p> <p>KD asked the members to make decisions on the following:</p> <ul style="list-style-type: none"> - To delegate authority for KD to sign the Alliance Agreement - KD to enter into discussions with Mark Warren (MW) as the newly appointed Community Provider MD about integrating MioCare with the Community Provider delivery model <p>Board suggested KD and MW present a paper to Board in May about the implications.</p> <ul style="list-style-type: none"> - Authority for KD, Deputy Chair and ICO Champion to agree decisions in between Board meetings <p>Board members should be available via email, phone or extraordinary Board meeting to make major decisions.</p> <p>Chair stated that the Board need to keep under review whether KD has the capacity and resources to deliver on his role as MD and what is required to progress the development of the ICO.</p> <p>AGREED: KD to sign the Alliance Agreement subject to legal sign off</p> <p>AGREED: KD to enter into discussions with MW about the role of MioCare in the Community Provider model</p> <p>AGREED: All Board members present approved KD and PW to lead on ICO</p> <p>ACTION: KD and MW to present paper to Board in May around MioCare role and the Community Provider</p>	<p>KD & MW</p>
16	<p>AOB</p> <p>There were no items raised.</p>	
	<p>Date and Time of next meeting:</p> <p>Monday 14th May 2018, 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth</p>	