



MioCare Group

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

Minutes of the Board of Directors' Meeting

14th May 2018

Public Minutes

Present:	Board Members Cllr Zahid Chauhan - Chair Peter White – Deputy Chair, Non-Executive Board Member (PW) Cllr Jenny Harrison (CllrJH) Cllr Ginny Alexander (CllrGA) Karl Dean – Managing Director (KD)	In attendance Diane Taylor – Associate Director LD &MH (DT) June Rainford – Associate Director OPS & COoH (JR) Valerie Perrins – Associate Director QPC (VP) Paul Wilkinson – Finance Manager (PWi) Cathy Butterworth - Assistant Director of People. Oldham Council (CB) Karen Wilson – Business Support Manager (Minutes)
Apologies:	Jeff Jones – Non Executive Board Member (JJ)	Mark Warren – ICO Community Provider MD & DASS (MW)

No	Agenda Item	Action
1	In Confidence – Board Member Only Issues were discussed in relation to Board Membership.	
2	Welcome, Introduction, attendees and apologies Officers joined the meeting with the Chair welcoming all present and noted apologies from Jeff Jones and Mark Warren.	
3	Declaration of Interest There were no declarations of interest.	
For Information		
4	Minutes of Last Meeting	

	<p>a) The confidential minutes of the last Board Meeting held on 26th March 2018 were agreed as a true and accurate record.</p> <p>b) The public minutes of the last Board Meeting held on 26th March 2018 were agreed as a true and accurate record.</p> <p>c) The Board action list was discussed and updated accordingly with acknowledgement with most actions complete or on target.</p> <p>d) The draft Finance, Audit and Risk Committee minutes were reviewed and an update was provided by KD who felt that the inaugural meeting had got off to a good start.</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>VP advised of 2 additions to the group calendar.</p> <p>Getting In The Know our staff engagement event has been confirmed on 5th July 2018 at Chadderton Town Hall. The timings are 10am – 12.30pm and 1pm – 3pm.</p> <p>The Shared Lives Carers Awards will be held on the evening of 22nd June 2018 at Chadderton Cricket and Bowling Club. This is to coincide with Shared Lives week a national awareness raising event.</p> <p>KD advised it would be appreciated if Board Members could attend these events, particularly Getting In The Know.</p>	
For Discussion		
7	<p>ICO Update</p> <p>KD informed members that following legal approval he has signed the Oldham Cares (ICO) Memorandum of Understanding and the Alliance Agreement on behalf of the MioCare Group.</p> <p>The 22nd May 2018 is a key date where the senior management teams from each entity of the Community Provider meets for the first time. Colleagues from Pennine Care, OMBC Adult Social Care and MioCare will discuss how we can start to work together, organise ourselves more efficiently and consider the delivery vehicle for the Community Provider.</p> <p>MW and KD will present a paper to Board Members in July to update on the emerging Community Provider model and present a proposal in relation to the role of the MioCare Group in the Community Provider.</p> <p>PW enquired if the ICO structure previously provided to Board was ‘live’ and if so had anything changed within MioCare.</p>	

	<p>KD advised as of 1st April 2018 it was live and MioCare is a willing and active partner at a number of levels and forums.</p>	
<p>8</p>	<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 positive as at period 4. - MW commenced with his new position of MD of the Community Provider and alongside this he has taken on the role of DASS for the local authority. This role gives him statutory responsibility for Adult Social Services. - The nationally negotiated OCS pay award has been resolved. - A conclusion has been reached regarding the withdrawal of temporary terms and conditions arrangements in OCS. The reintroduction of increments has been well received by the unions, who were complimentary about the group as a result of this step. - Mike Evans, The Communication and Engagement Officer will take up his role on 5th June 2018. As well as promoting MioCare externally, Mike will lead on engagement with service users and staff. <p>Action: KD to email Board Members of the Coroners Court outcome.</p> <p>VP gave an update on the following items:</p> <ul style="list-style-type: none"> - MioCare had recently moved to a new training system that the Council have chosen as their preferred approach. Initial problems have now been resolved and the system should provide better reporting around staff training records. - GDPR (General Data Protection Regulation) goes live on 25th May 2018. Staff are undertaking mandatory training via e-learning. The importance of GDPR is being reinforced to the workforce. The business requires a full data audit to establish what information it holds and why it is being held. Privacy notices for all services are to be distributed to service users and made available to staff. This will be ongoing and updates will be provided to Board as this progress. <p>DT gave an update on the following areas in LD, Mental Health & Managed Services:</p> <ul style="list-style-type: none"> - The new Supported Living management structure has bedded down very well and the feedback has been positive. The line management of PA’s who work in Supported Living has successfully transferred to the Senior CSW’s. - The Shared Lives Carer satisfaction evaluation has revealed 98% of Carers are satisfied with the support they receive from the Shared Lives Team. - National Shared Lives week is during 16th – 24th June 2018 and MioCare Shared Lives scheme will be holding a Carer Awards Evening on 22nd June at Chadderton Cricket and Bowling Club. Attendance from Board Members is welcome. - Work on the sensory room at MILES@Ena has commenced. This has been paid for through the capital funding that was received from the Council. This new sensory room will be a payable service and attract additional income and the team are hopeful this will lead to increased demand for day service. <p>Chair enquired about the charge for the current day service and what clients receive.</p>	<p>KD</p>

	<p>KD advised there are a wide range of activities which are person centred and include shopping, cooking and leisure activities. The charge is £55 for the full day and £30 for half day. There are some self-funded clients and some clients with personal budgets. MioCare are also looking into providing transport as part of the package as the next phase of development.</p> <p>PW stated it would be a useful exercise to use MILES as a retrospective learning exercise to test the recently developed business case template.</p> <p>Action: DT to present MILES as a business case to the Operations Committee in June</p> <p>JR gave an update on the following areas in Older People Services:</p> <ul style="list-style-type: none"> - The outcome from a recent Coroner’s Court hearing found that there were no failings at Medlock Court. In terms of learning the report did state that going forward the Registered Manager should have an oversight of the therapy service provided by Pennine Care and commissioned by the Council. This learning has been put into action. - A new initiative was launched on 1st May 2018 in which the ARO’s follow patients who are being discharged from hospital into short stay residential placements. This will hopefully make a difference to hospital flow and enablement in Oldham. - A new provider for Home Care in OL3 has been appointed. A handover date is being discussed with commissioners. OL1 and OL2 will be reviewed once OL3 has transferred. <p>KD then provided an update on the recent CQC inspections. The Board acknowledged all the hard work from the teams that went in to achieving these outcomes and appreciated and that a Good rating is hard earned.</p> <p>CllrJH informed the Board with reference to 6.4 of the MD report, Public Health Oldham are hosting an event in Alexander Park in June. This could also be an opportunity for MioCare to get involved as in the Failsworth Carnival, which MioCare will be one of the main sponsors. CllrJH will feed back further information when she receives it.</p> <p>KD informed Members that the MioCare Group will be one of the main sponsors of the Failsworth Carnival and is a good way of demonstrating our commitment to our Community Interest Company values.</p>	DT
9	<p>Update – MioCare Group Objectives</p> <p>KD informed members that revised and more realistic deadlines have been set for some objectives. Members noted the progress made.</p>	
10	<p>Management Accounts Period 4</p> <p>PWi informed the members the consolidated operating surplus for the group at Month 4 is £146k compared to the profiled budget of £92k. Oldham Care and Support has a surplus at month 4 of £121k</p>	

	<p>MioCare Services has a surplus at month 4 of £12k MioCare Group CIC has a surplus at month 4 of £13k</p> <p>The forecasted year end as a group is a £116k surplus but with 1% of salary costs equating to £119k small changes can change the performance very quickly.</p> <p>All three companies are currently trading at a surplus.</p> <p>Chair thanked PWi for an informative paper.</p>	
11	<p>Risk Register</p> <p>KD stated few changes had been made to the register.</p> <p>Finance, Audit and Risk (FAR) Committee reviewed how to review the register. KD updated on behalf of the Chair (JJ) of the FAR committee and that a change would be made to the risk register to allow risks to be grouped by type. KD offered that an extra column would be added to the register in relation to financial, legal or reputational etc. The Committee will then review a type of risks at each meeting. A further risk will be added to the register around the ICO and cash flow.</p> <p>PW enquired if high risks could be overlooked and asked if confirmation could be given that the highest risks are discussed at Board and managed. KD agreed to pick up with FAR Committee Chair.</p> <p>KD advised MioCare have an internal audit plan that has been mapped against key risks. The plan has been signed off and it does address safeguarding and key issues.</p> <p>Action: KD to add risk regarding ICO and cash flow and pick up points raised with JJ</p>	KD
For Decision		
12	<p>Union Request</p> <p>CB presented a paper to Board on a recent request from Unison.</p> <p>Chair thanked CB for an informative paper.</p>	
13	<p>Board Member Champion Role Profile</p> <p>KD advised the paper was an action from the most recent away day and in summary is an approach about how MioCare Group interests could be strengthened with the adoption of Board Member Champions. Board members had been allocated to key roles which will be revisited once the revised Board membership is established. Training will be made available.</p> <p>Chair requested that training is appropriate and shouldn't rely on e-learning alone.</p> <p>Decision: Board Members approved to the Board Champion role profile.</p>	
14	AOB	

	KD informed the Members John McMann sends his thanks and well wishes to all.	
	Date and Time of next meeting: Monday 9 th July 2018, 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth	