



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

Minutes of the Board of Directors' Meeting
9th July 2018
Public Minutes

Present:	Board Members Cllr Zahid Chauhan - Chair Cllr Fida Hussain (FH) Peter White – Deputy Chair, Non-Executive Board Member (PW) Cllr Marie Bashforth (MB) Karl Dean – Managing Director (KD)	In attendance June Rainford – Associate Director OPS & COoH (JR) Valerie Perrins – Associate Director QPC (VP) Paul Wilkinson – Finance Manager (PWi) Karen Wilson – Business Support Manager (Minutes)
Apologies:	Jeff Jones – Non Executive Board Member (JJ)	Diane Taylor – Associate Director LD &MH (DT) Mark Warren – Shareholder’s Advisor & DASS (MW)

No	Agenda Item	Action
1	In Confidence – Board Member Only A discussion took place in relation to the recent changes to Board membership.	
2	Welcome, Introduction, attendees and apologies Chair welcomed new Board Members FH and MB to the meeting and a round of introductions took place. Apologies were noted from DT, JJ and MW. Chair introduced FH as the new Chair of Board and advised he would Chair this meeting and complete a handover with FH at the end of the meeting.	
3	Declaration of Interest Cllr Chauhan is the Co-Chair of the Joint Commissioning Board of Oldham.	
For Information		
4	Minutes of Last Meeting	

	<p>a) The confidential minutes of the last Board Meeting held on 14th May 2018 were agreed as a true and accurate record.</p> <p>b) The public minutes of the last Board Meeting held on 14th May 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 Operations Committee minutes were reviewed. PW advised a paper would be presented for discussion later in the meeting. PW also asked for an amendment to the wording in the minutes to item No.7. with the wording changed from 'Chair suggested' to 'Chair required'.</p>	
5	<p>Governance Action Plan</p> <p>The Governance action plan was discussed and updated accordingly. KD said this would need revisiting in light of the recent changes to Board membership and a Board development day be planned in the coming weeks.</p>	
6	<p>MioCare Group Calendar</p> <p>VP advised of 2 additions to the group calendar which provided the opportunity for Board members to participate.</p> <p>A tea party is being held at Medlock Court on Friday 13th to raise money for The Alzheimer Society. The event begins at 2pm and finishes at 4pm.</p> <p>Wednesday 5th September 2018 members of the Operation Committee will complete service visits with the Associate Directors. Invites to both events were extended to Board members.</p> <p>Chair encouraged the new Board members attend the service visits.</p> <p>Action: KW to invite all Board Members to the visits.</p>	
For Discussion		
7	<p>Operations Committee Update</p> <p>PW advised a meeting recently took place and felt it was a good meeting. PW informed members that the paper gives an overview of the key points discussed at the Operations Committee meeting.</p> <p>PW gave an update on the following areas:</p> <ul style="list-style-type: none"> - A RAG rating had been included in the progress against 2018 objectives report and after a discussion it was agreed service specific user feedback results would be provided at the next meeting. - PW and VP will meet on 5th September to refine KPI reporting - The new approach to business case framework was discussed with a few minor amendments agreed. The approach was recommended to the Board 	

	<p>which was covered separately on the agenda.</p> <ul style="list-style-type: none"> - PW advised he would welcome a discussion regarding clarity about the ICO requirements around Learning Disability and Mental Health and offered an opportunity to discuss when KD presents Agenda Item 11 later in the meeting. <p>PW welcomed questions from the members. No questions were received.</p>	
8	<p>MD Update</p> <p>KD gave an update on the following areas:</p> <ul style="list-style-type: none"> - After further delays, the green paper on the future of social care will now be published in the autumn. - At the end of May MioCare Group is ahead of budget in terms of finance and PWi will present the management accounts later in the meeting. - MioCare Group Objectives have been updated. Most deliverables within our control are on track. - Oldham Council acquired Unity Partnership Ltd on 2nd July 2018. - Permanent reintroduction of increments in Oldham Care and Support has been implemented. This was well received by the trade unions and staff alike. - MioCare 'Getting in the Know' staff event took place on 5th July, 150 people attended. Positive feedback was received on the day despite the heat. Pleasing to note that the overall satisfaction pulse check taken on the day resulted in 88% agreeing they were satisfied as an employee of MioCare. - Mike Evans the Communication and Engagement Officer has now started and is already making a difference on how MioCare present on social media. Mike has created a new look on Twitter and a MioCare Facebook page has been established. This will assist with recruitment and promotion of the MioCare Group. Zaida Hussain will join the company in August as a Quality and Improvement Officer. - The first claim of the death in service policy was recently processed. - An update was provided in relation to the SHALD development - A Provider Information Return (PIR) has been submitted to CQC for Community Reablement and Response. An inspection is expected over the summer. The team are ready for the inspection. - Oldham Shared Lives Carer Awards event took place on the evening of 22nd June in which 180 people attended. The evening was a great success and celebrated by everyone. KD and PW represented the Board at the event. <p>Chair thanked KD for an informative paper.</p>	
9	<p>Management Accounts</p> <p>PWi informed the members the management accounts for period 5 was in the papers and was able to share Period 6 at the meeting .</p> <p>The group surplus at month 5 was £190k and at month 6 was £184k. The forecast for the group at month 5 was £148k and at month 6 was £173k.</p>	

	<p>The financial performance of the group at month 6 was better than the budget overall.</p> <p>MioCare Group surplus at month 5 was £22k and at month 6 was £14k.</p> <p>Oldham Care and Support (OCS) surplus at month 5 was £150k and at month 6 was £150k.</p> <p>MioCare Services surplus at month 5 was £18k and at month 6 was £20k.</p> <p>Chair thanked PWi for a clear and informative update on the finances of the organisation and PW noted the good progress.</p>	
10	<p>Risk Report</p> <p>KD updated the members on the following areas:</p> <ul style="list-style-type: none"> - A risk type had been added for each risk to allow easier review - The National wage exposure risk has been reduced from a 12 to a 9 - A new risk had been added to reflect the Council Commissioning Team recently joining the CCG Commissioning Team. <p>PW felt that there were a number of risks that remained red and not shown any movement towards the target score. e.g. Safeguarding SO1-3 remained at 12. KD advised this he previously suggested this, but Board rejected the proposal to ensure members keep sight of the risk.</p> <p>KD informed the members that the FAR Committee will meet in July and will review the register in detail by risk type and assess the risks, scores and actions. The outcome of which will be presented back to Board.</p>	
For Decision		
11	<p>Oldham Cares (ICO) and Community Provider Update</p> <p>KD explained the background of the ICO and ‘Oldham Cares’ to members and advised:</p> <ul style="list-style-type: none"> - The senior team have been appointed including Carolyn Wilkins becoming the single accountable officer for the Oldham health and social care system - Oldham Council and Oldham Clinical Commissioning Group integrating to form a commissioning team - Subject to business cases being approved, approx. £21m of transformation funding for the Oldham system has been secured - A governance infrastructure has been put in place - An agreement to form a Community Provider involving PCFT, ASC and elements of the MioCare Group and is being referred to as Oldham Community Health and Social Service. Each will retain its own governance, but will align decision making and deployment of resources. <p>KD continued that the transformation fund is money from the Government, which if secured, will by 2021 help establish the delivery model designed to care for people at</p>	

	<p>home and reduce A7E attendances and admissions.</p> <p>Chair advised as a summary:</p> <ul style="list-style-type: none"> - All key decisions must go to Board - There is a need to establish the risk appetite and ambition for the MioCare Group - There are lots of opportunities for MioCare to explore <p>As Board Champion for the ICO, PW recommended that the Board away day later in the year focused on this area.</p> <p>Chair thanked KD for the very informative paper.</p>	
12	<p>Business Case Framework</p> <p>KD informed members it was identified at previous Board and Committee meetings that the organisation would benefit from a consistent approach to developing and assessing business cases.</p> <p>KD advised he had developed a business case framework that meets the needs of the business which allows for the evaluation of new business opportunities and significant business change. The proposed business case framework has been through Operations Committee following some small amendments is recommended to the Board.</p> <p>Chair thanked KD for the paper and the business case framework was approved.</p> <p>Decision: The Board approved the new business case framework</p>	
13	<p>AOB and Close</p> <p>Chair placed on record his thanks on behalf of the Board to Cllr Jenny Harrison and Cllr Ginny Alexander for their significant contribution over the last few years. This was his last meeting as the Chair and he has enjoyed working with KD and SLT and would like to welcome CllrFH as the new Chair to MioCare.</p> <p>CllrFH requested the contact details for Board members be sent to him.</p> <p>Action: CllrZC to send dates regarding Barbara Keeley visit to MioCare KW to send contact details of the Board to CllrFH</p>	ZC KW
	<p>Date and Time of next meeting</p> <p>Monday 10th September 2018, 9.30 – 11.30am at Ena Hughes Resource Centre, Failsworth</p>	