

**MINUTES OF THE BOARD OF GOVERNORS
HELD ON THURSDAY 9TH OCTOBER 2013
AT 4.00 p.m. – 5.30 p.m.
OLYMPIA HOUSE**

PRESENT:	Mike Briggs	(MB)	Independent Chair
	Joe Warner	(JW)	Managing Director
	Aaron Harney	(AH)	Employee Governor
	Maria Page	(MP)	Employee Governor
	Christine Foreman	(CF)	Community Governor
	Katherine Grady	(KG)	Employee Governor
	Christine Wallis	(CW)	Carer Governor
	Sarah Middleton	(SM)	Employee Governor
	Bev Compton	(BC)	Local Authority Governor
	Christine Jackson	(CJ)	Leadership Governor
APOLOGIES:	Vicky Lee	(VL)	Employee Governor
	Helen Kenyon	(HL)	CCG Governor
IN ATTENDANCE:	Sharon Pearson	(SP)	Board Secretary
	Marie Walshe	(MFW)	Admin Support
	Ros Davey	(RD)	Head of Communities and Demand Management
	Marc Wilson	(MW)	Business Manager

Action

1 Apologies

Noted as above.

2 Minutes of the Previous Meeting

The Minutes of the previous meeting held on 5th September 2013 were agreed and signed as a true and accurate record except that Maria Page was entered twice as attending and as giving apologies - she did attend.



2013-09-05 Board
Minutes SIGNED.pdf

3 Matters Arising

KG confirmed that the link regarding Community Care Magazine had been done. JW reported that on the back of this article focus has been contacted by 2 local authorities and cabinet office. Cabinet office is visiting on Friday 11th October to talk about challenges faced by focus in setting up a social enterprise. He also informed the group that the College of Social Work have been here this week and they will be publishing an article.

SP confirmed that Geoff Lake has been informed about the CRAG reference for the specification.

SP informed the board that the names of Service users put forward for the board are now not suitable. There is still a vacancy and suggestions are welcomed.

4 Performance

Marc Wilson went through the revised performance wheel graphic indicating where the issues raised at the last board had been covered. He explained that this is an overview and still in development. Each domain has a service lead so in future that person will give an update on their sections.



focus Performance
Wheel - Q2, 2013-14

Staff vacancies are currently at 12% of the overall establishment and JW suggested that Marc look at benchmarking the levels against other organisations

Contractual - CJ reported that the biggest issue is permanent admissions are projecting an overspend but she is satisfied with how the performance is looking at this time. There is a separate staff group looking at this and they are going to work more closely with Continuing Health Care colleagues and push forward decision making tools. There has also been an over-use of short stay beds by our health colleagues but things are now moving in the right direction. They are looking at a process for placing in Respite Care - new name for Short Stay. CJ has entered into a discussion with CCG with regard to further work and will feed back to board at a later date. Can't promise figures will improve this year but hoping to be in best position for 2014/15.

Christine Jackson

It was agreed that Marc could now show the wheel to staff and it was agreed to do this at the next Communications Event and then put it on the portal.

Marc Wilson

Everyone found it helpful and a good simple reporting tool.

5 Finance

SP reported that our bank account was now open. The CCG contract payment is now coming in and we are able to make our own payments. In the future she will be bringing reports on the performance of our ledger and on the pooled budget shared with CCG.

6 HR

Nicki Mekkaoui was unable to attend but has sent a report. Sickness and vacancies were covered in performance. There is one member staff under managing attendance policy. We don't have an exact cost for sickness but for this quarter it is around £37,000. This will be reported at the Communications event.

7 Market - assessments & review service

JW circulated his report.

8 Policy update

SP reported that work is still on-going mopping up remaining outstanding policies. Policies already approved have been put on the portal and another four were shared with staff at the Communications event in September.

The draft proposal was circulated earlier and Ros Davey gave a presentation. She is proposing a pilot to measure the effectiveness of the proposal.



07 10 13 A3
remodelling for Board

BC stated that a number of similar conversations are taking place in the children's services. They have the Family Information Service which stands alone. BC would welcome the opportunity to get involved.

MB asked how this fits into the Doughty Centre. RD envisages that this will become the multi-disciplinary single point of access. She is meeting with CCG in a few weeks to discuss redesigning the single point of access. She gave an up date on why it has been delayed and until the centre is ready they are looking at alternatives like renting a shop for a short period and Age UK can offer space a few days a week.

The Board agreed it was a good proposal and gave its approval. RD will come back with an update once it is up and running.

10 Olympia House

JW informed the board that the lease for Olympia House is expiring in July and Athena before that. PropCo want to negotiate the lease for both buildings at the same time. Due to the plans for the Doughty Centre the requirements for this building could change. JW/SP are following this up with the solicitors



Joe Warner
report.docx

Joe Warner /
Sharon Pearson

11 Risk

SP had provided the latest version of the risk register. Appropriate names are now allocated against the risks and they are currently updating the target scores and adding their comments.

SP has identified a further risk which is the lack of a Serious Incident reporting system. Datrrix is now unavailable as it is owned by CCG and focus doesn't have a licence. Staff are currently asked to write a report and send to the Central Business Unit. SP is looking into the cost of having Datrrix ourselves.

12 AOB

Governors and Memberships Packs

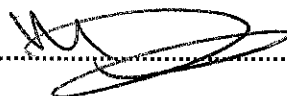
The Board were given their copies. Current numbers are 99 members and 30 non-members. Membership Packs will be going out this week to staff. JW is going to write to staff who haven't responded.

Joe Warner

There being no other business, the meeting closed at 5.30 pm.

The date of the next meeting will be Thursday 7th November 2013.

These minutes are accepted as a true and accurate record.....



Chairman

Date: 7/11/13

From Meeting 02 May 2013

Action	By Whom	By When	Completed
4:0 Workforce Development progress report brought to board in September	G Lake	September 2013	Tabled to 9 th October 2013.
5:1 Supervision and Appraisal Policies – progress update to the board in September.	S Barnsley/S Middleton	September 2013	Tabled to 9 th October 2013.
7:1 Agile policy to be brought back to the board for endorsement.	K Cook/N Mekkaoui	August 2013	
From Meeting 09 October 2013			
Action	By Whom	By When	Completed
4.0 CI has entered into a discussion with CCG with regard to further work and will feed back to board at a later date.	Christine Jackson		
4.0 It was agreed that Marc could now show the wheel to staff and it was agreed to do this at the next Communications Event and then put it on the portal.	Marc Wilson		
10.0 Due to the plans for the Doughty Centre the requirements for this building could change. JW/SP are following this up with the solicitors	Joe Warner and Sharon Pearson		
12.0 JW is going to write to staff who haven't responded.	Joe Warner		