

**MINUTES OF THE BOARD OF GOVERNORS
HELD ON THURSDAY 6 FEBRUARY 2014
AT 4.00 p.m. – 6.00 p.m.
OLYMPIA HOUSE**

PRESENT:

Mike Briggs	(MB)	Independent Chair
Joe Warner	(JW)	Managing Director
Aaron Harney	(AH)	Employee Governor
Katherine Grady	(KG)	Employee Governor
Christine Wallis	(CW)	Carer Governor
Sarah Middleton	(SM)	Employee Governor
Vicky Lee	(VL)	Employee Governor
Christine Forman	(CF)	Community Governor
Helen Kenyon	(HK)	CCG Governor
Maria Page	(MP)	Employee Governor

APOLOGIES:

Christine Jackson	(CJ)	Leadership Governor
Bev Compton	(BC)	Local Authority Governor

IN ATTENDANCE:

Sharon Pearson	(SP)	Board Secretary
Lindsay Francis	(LF)	Admin Support
Marc Wilson	(MW)	Business Manager
Andy Humphrey	(AH)	Consultant

Action

1 Apologies

Apologies received from Christine Jackson and Bev Compton.

2 Minutes of the Previous Meeting

The Minutes of the previous meeting held on 9 January 2014 were agreed and signed as a true and accurate record.

3 Matters Arising

Healthy Lives, Healthy Futures (HLHF)

The Scrutiny meeting scheduled to take place on 20 January 2014 to follow up the HLHF presentation had been postponed.

The Healthy Lives, Healthy Futures booklet which is the engagement process has now been circulated.

'The Future of Local Government and Public Services in Yorkshire and the Humber' on 30 January 2014

focus and the CCG attended the event with JW and BC presenting on Integration which was very well received in the Workshop.

Adults Faculty meeting at The College of Social Work in London, 15 January 2014

JW attended the first Adults Faculty meeting where a discussion took place around Safeguarding, Mental capacity and a business case for social work. focus staff attended a 'Future of Social Work' Conference on 21 January which proved very interesting and highlighted that focus were well on track.

4 Community Governors

The Chair welcomed Andy Humphrey to the meeting. AH has been asked to work with focus and the Community to find ways in which the public can be involved in the organisation going forward. The Chair asked for a steer from the Board with regard to working towards a model about what we would want to achieve.

AH gave a brief overview on how he thought that focus and the Community could work together. As things emerge in the Community it was important to hold forums where everyone could come together in an informal way. There needed to be on-going conversations, simple dialogue, with every member of focus talking in a way that shapes focus' work.

CF gave a brief insight into how she acts as an impartial person within the Community, watching, listening and observing with the end result of trying to help those in the community and those working in the community to have as happy an existence as possible.

Different ways of working with the Community need to be explored, eg:

- Awareness Days, getting Agencies together so the Community can be involved
- New Carers Centre with Hubs in the Community
- To have a number of individuals/groups that focus is connected with so that we can get information from and feed information to
- Communication

Also recognising what focus is already doing, eg A3 and SPA.

The Chair thought it would be useful to have a picture of how it would look like for focus to be in tune with the community. AH would like to hear stories from the public about what is working well and not working well and how people's lives are being affected. He reported that he was actively working with Pen Mendoca around stories and the visual images she produced on Story Boards as seen displayed within focus.

On-going work around performance management is taking place with AH, MW and the Community to research with Service Users the correct methodology and appropriate way to collate and report on data.

Bringing the agenda item to a close, the Chair thought that what we would want is:

- focus to be in tune with the Community and vice versa
 - What it will look like?
 - What will be the impact?
 - How are we going to get there?

These questions to be actively discussed with the Board, Senior Management and the Operational side and then taken to the Members Forum resulting in a joint conversation with the Community. Then to report back on progress to the Board.

JW/AH

Action: JW and AH to have a conversation regarding the timescale.

5 Performance

MW provided the meeting with a presentation update on Performance which included:

- What we have achieved so far
- What is the current position
- What are the immediate next steps
- the focus Performance Graphic
- What are the expectations by April 2014

The Board then looked at the Performance Wheel which was for Quarter 3 (to the end of December 2013). MW gave a brief overview on the Story and Actions of each segment of the wheel which included:

- Contractual
- Healthy Organisation (namely Sickness & Vacancies with vacancies being 12% of the overall establishment and still too high)
- Money
- Operational Performance
- Community Ambition
- Employee Ambition

HK asked the question if any benchmarking had taken place with other organisations/local authorities regarding absences.

No benchmarking or targets had been put in place at present but this will be the next stage. focus not able to compare like for like in terms of other Social Enterprises.

HK left the meeting at 1710.

6 Finance

No further update.

7 HR – Vacancies

No further update.

8 Risk

SP reported to the Board on the current circulated Strategic Risk Register which was much more up-to-date and populated. All ratings were based on scores after mitigating factors inserted. One or two risks still in development where the rating is at a high score due to systems not being embedded yet.

Serious Incident Reporting: a document has been circulated with a form for immediate use. Every effort must be made to ensure correct recording which will then trigger off alerts. A flow chart process has been established.

9 New Terms & Conditions

The draft Terms and Conditions paper sets out proposals for a remuneration package for staff that join focus from 1 April 2014. The proposals would result in new staff having different terms and conditions from those staff who transferred from NEL CCG and whose terms are protected under TUPE. Transferred staff will not be affected by these proposals and will remain on their Agenda for Change Terms and Conditions until such time as Agenda for Change changes nationally.

SP stressed that the draft paper was not a consultation document (as it has no effect on existing staff) but a paper being brought to the Board for consideration and approval, following which the focus membership would have the opportunity to comment.

The draft paper has been discussed amongst the Leadership Team and will be taken to the Members Forum on 27 February 2014 for discussion (the paper will not be circulated beforehand as this needs to be presented within context).

Questions emerged around the Annual Leave Entitlement, Bereavement Leave and Redundancy Pay.

JW reported that there would need to be an agreement in place with the CCG around the potential saving when TUPE staff left focus.

The Board approved the proposals for new terms and conditions for new employees for implementation 1 April 2014 and that the paper remain in draft until all comments had been received back from the Members Forum.

The Chair asked Governors not to circulate or discuss the information

contained in the proposals until it has gone to the Members Forum.

10 Supervision Policy

The circulated Supervision Policy provides a framework for the one to one supervision of all employees working within focus Adult Social Care.

After discovering there were two Supervision Policies in use, Sue Barnsley was asked to put the two Policies together and amalgamate into one document.

After a brief discussion around Supervision the Board approved the Supervision Policy.

11 Premises

JW reported to the Board on alternative accommodation to Olympia House as the lease expires in July 2014. More issues had arisen around the Doughty Centre with the Council asking for an extra £100,000 with no end in sight. CCG therefore informed that focus were no longer willing to pursue the Doughty Centre.

Heritage House, near Sainsbury's, is now being looked into as an alternative to Olympia House. SP and Nicki Mekkaoui, along with Kim Cook and IT, are investigating to see if Heritage House is feasible before any decision is made.

A discussion will be taking place with Care Plus around the location of the SPA.

Heritage House as an alternative to Olympia House is not a confidential matter.

12 AOB

There being no other business the meeting closed at 1800.

13 Date and Time of Next Meeting

Thursday, 24 April 2014
4.00 – 6.00pm
Olympia House Board Room

These minutes are accepted as a true and accurate record
Chairman

Date

Actions	By	Completed
7.1 (2 May 2013 meeting): Agile policy to be brought back to the Board for endorsement in due course.	Kim Cook/Nicki Mekkaoui	
8.0 (28 November 2013 meeting): JW reported that he had had a conversation with Care Plus regarding Rapid and discharge, and that he would go back and discuss third party top off.	Joe Warner	
8 (9 January 2014 meeting): A Health & Safety Policy action plan is in the process of being established and will be brought to the April Board.	Sharon Pearson	
4.0 (6 February 2014): Community Governors JW and AH to have a conversation with regard to the timescale for Andy progressing his work	Joe Warner/Andy Humphrey	