

**MINUTES OF THE BOARD OF GOVERNORS
HELD ON THURSDAY 24 APRIL 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
	Christine Wallis	(CW)	Carer Governor
	Sarah Middleton	(SM)	Employee Governor
	Vicky Lee	(VL)	Employee Governor
	Christine Forman	(CF)	Community Governor
	Maria Page	(MP)	Employee Governor
	Christine Jackson	(CJ)	Leadership Governor
APOLOGIES:	Bev Compton	(BC)	Local Authority Governor
	Katherine Grady	(KG)	Employee Governor
IN ATTENDANCE:	Sharon Pearson	(SP)	Board Secretary
	Nicki Mekkaoui	(NM)	Business Manager
	Helen Kenyon	(HK)	CCG Rep
	Lindsay Francis	(LF)	Admin Support

Action

1 Apologies

Apologies received from Bev Compton and Katherine Grady. It was noted that Aaron Harney would be late due to meeting with Service User.

2 Minutes of the Previous Meeting

The Minutes of the previous meeting held on 6 February 2014 were agreed and signed as a true and accurate record.

3 Matters Arising

Performance

Marc Wilson to report to the Board at the next meeting in July.

MW

New Terms & Conditions

All in place.

4 HR – Vacancies

NM reported to the Board on the current situation regarding vacancies. There were currently 11.91 WTE vacancies equating to 10% of the organisation. 2.51 WTE (2%) of these figures relate to posts that won't be filled as they are remainders of posts i.e. someone holding a 37.5 hour post who has reduced down to 30 hours.

With regard to Qualified Social Worker posts the figures were:

- Number of WTE Qualified Social Worker posts = 33.73 WTE
- Number of WTE vacancy = 7.11 WTE
- Qualified Social Worker vacancy % = 21%

Currently recruiting for Advanced Practitioners, Care Practitioners, Visiting Officers and Business Assistants. 2-3 staff resignations imminent.

NM left the meeting.

5 Finance

SP reported to the Board on the year-end financial situation, this year being a 7 month period. Currently in the process of preparing year-end accounts and getting last minute invoices through. SP to meet with Accountants on Tuesday, 29 April. It was anticipated that the final accounts would be ready for the next Board meeting in July and presented at the AGM in August. A healthy surplus was being shown at present due to the number of vacancies so therefore a huge profit was not being made out of activities. The surplus earmarked for the coming year e.g. Heritage House, staffing etc.

The question was asked as to what happens to any surplus. SP said that it is ploughed back into the Organisation e.g. accommodation move in order to improve and enhance the service that is delivered, replacement of IT equipment. The expenditure of any surplus made had to be reported back to the CIC Regulator.

On a contingency level it was asked whether, for example, IT equipment could be leased instead of purchased. From HK/CCG's experience it had proved cheaper to purchase.

Regarding Efficiency savings it was reported that we had achieved what was needed to be done for the last financial year.

6 Risk

SP reported to the Board on the current circulated Strategic Risk Register. The only amendment to report from the previous Risk Register was that a Serious Incident Reporting system was now up and running so no longer a risk.

Risk no. 5 Recruitment and Retention needed to be revisited. JW will discuss at the Leadership Forum next week. HK said that the ability to deliver against

JW

core requirements needed to be a risk and added to the Register. HK reported that North Lincolnshire and Goole NHS Trust were presently undergoing a CQC visit and one issue on reduction in staff could impact on their reputation.

SP

Risk no. 13 Lack of Comms Support Out of Hours. Ros Davey working with Marc Wilson on implementation. One difficulty was if there was an emergency out of hours how could information be disseminated quickly to staff in a formal way. Risk to remain High until all aspects are in place and working.

AH joined the meeting

Risk no. 15 Change to System – Mastering of CPLIs. Work on-going with TPP and OCC. Regular calls being made with the suppliers and work being undertaken to map the change and resource required. Nothing in place as yet so risk remains High.

7 H & S Update

SP provided the meeting with an update on Health & Safety, namely:

- Health & Safety policy in place, all staff aware of the policy which has been uploaded onto the portal
- Health & Safety audit undertaken and action plan completed for Olympia House
- Fire Management policy in place, all staff aware of the policy which has been uploaded onto the portal
- Fire Risk Assessment undertaken and action plan completed
- Fire Wardens and First Aiders in place and trained at Olympia House
- Building Co-ordinators in place for all three premises
- One planned and one unplanned fire drill undertaken at Olympia House – system working well
- Quarterly monitoring meetings set up for Fire Wardens, First Aiders and Building Co-ordinators
- Procedure for Freshney Green and Beacon Medical Centre checked
- Serious Incident Reporting System in place and monitored (only one accident reported with no follow-up action required)
- All maintenance certificates up-to-date
- Site safety log updated and monitored

8 Living Wage

SP reported to the Board on the circulated Living Wage paper. This paper explored the issues around paying staff the Living Wage which was slightly higher than the minimum wage. The paper came to focus from Social Enterprise UK encouraging everyone to sign up to.

The Board approved the proposal and agreed to implement.

9 AGM Arrangements

SP updated the Board on arrangements for the AGM in August. Emails have been sent out to all Board Governors informing them that their term of office finishes at the AGM unless standing for re-election and thereby re-elected. SP asked the Board whether they would be in agreement for an email to be circulated to all staff inviting them to ask the Governors about their time/experience as a Board member. All agreed. The email would ask staff if they would like to put themselves forward for election to become a Board Governor.

SP

SP reported that she had asked for a slot at the Members Forum on 14 May and invited Staff Governors to attend to answer any questions. The timescale would then be:

- Deadline of mid-May for Expressions of Interest
- Governor statements early June
- Election at Members Forum on 22 July
- 21 August AGM

The Leadership team will put forward one candidate for endorsement by members.

In future two Board members would be standing down at a time but on this occasion all have to stand down but may put themselves forward for another term.

Invitations have gone out for the AGM.

10 Update report

JW updated the Board on various developments and issues:

The Care Bill

To date there has been a lot of focus on the potential financial changes and impact of the Care Bill with some real positives which would see the biggest change in welfare reform since 1948. The steps along the way include:

- The core around Wellbeing and Prevention
 - Carers – major change in terms of entitlement to services in own right, major implication for us as an organisation, eg. no idea how many carers will present themselves/reluctant to seek support
 - Assessment – clear that number of assessments will increase due to self-funders. Potentially looking at 1,500 additional assessments
 - Safeguarding – now on a statutory basis with three core partners (Council/NHS/Police), all of whom must be on the Safeguarding Board. LA has duty to make enquiries or have enquiries made when a safeguarding referral comes in. Boards

to have an annual business plan which is a public document.
When the Bill becomes an Act the statutory guidance for safeguarding will come out as a consultation document

- Integration – clearly on the way to Integration with pressure on us to get smarter and better
- Thresholds
- Children
- Choice and Quality
- Charging
- Advocacy – how do we provide an independent level of advocacy for people?
- Info and Advice – duty to provide

JW said that a series of events would be arranged on the implications for the Bill to inform all staff.

Vacancies:

The current situation regarding vacancies impacts greatly on everything focus does with an even greater impact on staff. To this end, advertisements have been rushed out, “Golden Hellos” offered and inductions for Children’s Social Workers. Applications have been received; many from unqualified staff, and interviews would be taking place shortly.

JW reported that he would shortly be meeting with HoS, APs and Sue Barnsley to look at the Workforce planning and structure. The Skills for Care and Capacity Planning Project both underway and JW would be meeting with them. JW also reported that he would be meeting with solicitors to gain advice around Agency development and that he would be meeting with an Irish Agency as there may be the need to consider recruiting outside the UK.

focus’ biggest problem at the moment was around recruitment as some vacancies have been long standing. Need to find ways of making focus more attractive, selling the area and North East Lincolnshire.

It was agreed by the Board to revisit the vacancies situation at each Board meeting.

Heritage House

JW updated the Board regarding the proposed move to Heritage House. Negotiations have been taking place with the landlords, including car parking, and a response was awaited. Some preliminary work has been undertaken as to what the building will look like. It was hoped that the July deadline for the move could be met although JW reported that focus has not been pressed to move by this date.

Mental Capacity Act

Further to the Cheshire Judgement it was thought that more people would now be on DoLS. Chloe Nicholls to put together a contingency plan. There was now a need to look at MCA resources as not enough staff to deal with this. Implications far-reaching.

Quality Issues

There were concerns surrounding quality issues in residential homes and press coverage, namely 2 homes.

Projects

- SPA – work on-going including Terms of Reference around an alliance contract between all partners to oversee the development of the SPA
- Complex Care Group – 7 day working pilot with the aim of identifying people with lifelong or rest-of-life conditions requiring high or significantly increasing resources through their life journey. The Group will design an integrated service and suitable systems of social and health interventions that reduce the required support needed over an individual's lifetime thereby optimising their health, increasing their independence and maximising their contribution to the community
- Transforming Services – support from NHSIQ focussing on services for people over the age of 65
- HLHF – consultations on-going on specific areas around centralisation, ENT, Stroke Services, Children's Services etc.

Visits

JW reported on:

- The positive visits received from Thurrock, Leicestershire and People2people
- The visit of Lyn Romeo, Chief Social Worker for Adult Social Care, DoH, on Friday, 25 April when it was hoped to be able to take Lyn to the Living Well event at the Humber Royal Hotel
- Community Care Live event on 20 and 21 May where focus would have a stall (to check whether email gone out about the event)
- Health & Care Excel Centre on 25 and 26 June
- ADASS Conference in October
- People's Park event on 3 May with 70 different organisations represented.

11 AOB

The Chair informed the Board that HK would be attending Board meetings on behalf of the CCG in an advisory capacity only, with therefore no voting rights.

There being no further business the meeting closed at 5.55pm.

Date & Time of Next Meeting:

**Thursday, 24 July 2014
1600 – 1800
Olympia House Board Room**

These minutes are accepted as a true and accurate record
Chairman

Date

