

**MINUTES OF THE BOARD OF GOVERNORS
HELD ON MONDAY 28 JULY 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
Katherine Grady	(KG)	Employee Governor

APOLOGIES:

Bev Compton	(BC)	Local Authority Governor
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IN ATTENDANCE:

Sharon Pearson	(SP)	Board Secretary
Nicki Mekkaoui	(NM)	Business Manager
Helen Kenyon	(HK)	CCG Rep
Ros Davey	(RD)	Head of Demand Management & Communities
Marc Wilson	(MW)	Business Manager
Lindsay Francis	(LF)	Admin Support

Action

1 Apologies

Apologies received from Bev Compton.

2 Minutes of the Previous Meeting

The Minutes of the previous meeting held on 24 April 2014 were agreed and signed as a true and accurate record.

3 Matters Arising

The Chair, on behalf of the Board, extended a vote of thanks to Maria Page and Vicky Lee in recognition and appreciation of their work undertaken as they were both standing down as Employee Governors.

At the Communications event on Tuesday, 29 July the re-election of Governors would take place. It was proposed that Ros Davey succeed Christine Jackson as Leadership Governor.

The Care Bill

A series of events to inform all staff would be taking place on the implications of the Care Bill. The Chair asked that the non-staff Directors of the Board be invited to such meetings. All the Fact Sheets from the Care Bill could be found on the portal.

Quality Issues

Concerns were on-going surrounding quality issues in residential homes and press coverage.

4. Update Report

JW updated the Board on various developments and issues:

Visits

Visits to focus had been received from York Council and Jewish Care who were both very impressed and enthusiastic about the work being undertaken by focus.

Rob Walsh, Chief Executive, North East Lincs. Council had visited focus on Friday, 25 July 2014. He too had been very impressed by the work being undertaken and had tweeted very enthusiastically regarding his visit.

NHS Alliance, the leading voice for providers of health and social care outside hospitals would be working with ITN Productions to create a programme focussing on the major changes in primary care. The film would be presented by Natasha Kaplinsky with the aim of achieving better outcomes for patients and the health service as a whole. To this end, ITN have been contacting a few selected organisations to feature in the programme and focus have taken up the offer. They will be here with focus on Friday, 15 August 2014 to produce a 4 minute film as part of an hour long video to be shown at the NHS Alliance Conference in December. The production team would begin filming in focus at Olympia House, move to the Outreach Bus at Sainsbury's and then interview Dr Peter Melton at Roxton Practice. focus to have full rights to the film.

Events

JW attended a

- Learning Disabilities Stakeholder event in London run by NHS England on 10 June 2014 regarding work that has been undertaken to help develop a pricing and paying system within the healthcare services for people with Learning Disabilities. It was hoped that within the next two years a scheme would be available;
- Local Public Service Transformation event in York on 16 June 2014 on the theme of "Local Service Transformation: what works, the challenges and the barriers";
- Royal College of Psychiatrists conference looking into progress since Winterbourne;

- Partnership Board where JW presented with the CCG to lay members on focus which they all found very helpful.

Care Act

JW stated that he had attended a very positive meeting with the CCG on 28 July 2014 at Millfields working through all the latest guidance which resulted in a lot of action points and work needed to be done. Work would now start to be rolled out including work needing to be done with the Council to link in with other areas of service. At the last Care Board it had been agreed that a dedicated programme support was needed and a lady who currently works in the CCG had now been appointed to take forward this work across both organisations. In terms of focus, Sarah Hawker would be coordinating everything in terms of workstreams and from September Tracey Slattery, the Young Carers Lead, would be employed on a temporary basis to support Sarah with this work.

Healthy Lives Healthy Futures

Out to consultation in terms of the Hyper-acute Stroke Unit being centralised in Scunthorpe and the ENT Unit being centralised in Grimsby. As yet, Children's Unit not out to consultation as more options need to be built in.

Heritage House

JW gave the Board a brief update regarding the proposed move to Heritage House. Negotiations were still on-going with the landlords on issues/changes around the lease which were hoped to be resolved as soon as possible. JW to keep the Board informed.

JW

SPA

The Chair and JW had attended a meeting with all staff from the SPA to address a number of issues/concerns. Another meeting had been arranged for Tuesday, 29 July 2014 after the Communications event. An urgent meeting of the SPA Management Alliance Board would be taking place on Thursday, 31 July 2014 to look at the management structure.

5. Training Support Opportunities

RD brought the supporting paper to the Board to seek agreement in relation to a proposal to offer a selection of training support packages for those employees wishing to achieve Social worker and Approved Mental Health Practitioner status. focus recognises that in order to support the delivery of high quality services, its staff need to be highly qualified and consequently skilled. This proposal only focuses on Social staff subject to focus being able to afford it.

RD stated that robust selection criteria would need to be developed with an interview process internally along with selection from Universities. People were needed with academic and personal attributes with the requirement to commit to focus for a period post qualifying. Should any candidate not complete the course it was agreed that focus would be able to recoup costs

unless this was due to unforeseen circumstances. Staff would be encouraged to apply for bursaries and those completing the course could be offered a substantive post. Registered Nurses would be welcome to apply if they met the criteria.

HK asked if a conversation had taken place with staff regarding the proposed contractual changes to contracts enabling staff to maintain their terms and conditions whilst reducing hours. RD stated that an amendment to contracts would be needed and that staff were currently willing to self-fund.

It is anticipated that this proposal will bring huge benefit to focus as it would expand our assessment functions and individually would offer staff the opportunity to progress and enhance their skills.

HK suggested that it might be worth linking in with Hull York Medical School (HYMS) to combine courses with Social Care. RD said she would draw this to Sue Flower's attention.

RD

The Chair asked the Board whether they were willing to adopt this policy and all were in agreement.

RD left the meeting.

6. Finance

SP circulated and reported on the Management Accounts for the period 1 September 2013 – 31 March 2014 provided by Forrester Boyd. These Accounts have been put together solely for the Board of Directors and not for public consumption. A set of abbreviated accounts to be put on the portal and also sent to Companies House. It was reported we were under the audit threshold.

The financial accounts dated 28 July 2014 for the period ending 31 March 2014 were considered and approved for finalisation.

SP asked Board members to inform her of any change of address as this had to be recorded on the Register and logged with Companies House.

SP

There was some concern regarding having all our money in one bank, the Co-Op, and therefore to spread the risk we were currently looking at opening another bank account.

SP

HK raised a couple of queries in relation to the Transformation budget and what costs were included in this budget. SP to forward details of this to HK.

It was agreed by the Board that the full account would go to the AGM on 21 August 2014 and the abbreviated report to Companies House which would be available in the public domain.

At the Comms/Members forum on 29 July 2014, staff governors will be elected or re-elected. For future Comms events it was suggested that perhaps a different venue could be looked into as acoustics at the Masonic Hall were poor. St Mary's one suggestion.

All Governors to be invited to the AGM on 21 August 2014.

NM joined the meeting.

7. HR – Vacancies

NM provided an update to the Board on the current vacancies:

- Sickness levels for the first quarter being reported at 1.21% of available hours
- Vacancy rate for this period being 12% which equates to 7437.08 hours
- Successful in recruiting 4 Care Practitioners and 2 Visiting Officers
- 2 internal candidates have been recruited to Care Practitioner posts commencing 1 August 2014
- Currently out to advert for Minute Taker (Safeguarding), BSA (Performance), LD Worker (A3), A3 Assessors and a Complex Care Co-Ordinator with a view to having staff in place September/October 2014
- Significant improvement in Supervisions now being reported at 85%.

NM left the meeting and MW joined the meeting.

8. Performance

MW circulated and reported on the supporting papers regarding the current performance/financial position.

Achievements:

- Domain – Employee Ambition paper agreed by the Leadership Team. A staff survey was produced by the members and Leadership Team. Results in Q1 Performance Wheel;
- Domain – Community Ambition work begun with MW and Andy Humphrey alongside CF and community members to develop feedback mechanisms. Two Workshops completed and outputs extremely good. Some trails through September due.

Current Position:

- Two in development: Community Ambition (set of proposal agreed, 1 measure completed, 2 to progress) and Employee Ambition (paper being produced for recommendations 2014/15)

- MW gave an in-depth report on:
 - Q4, 2013/14 Performance Wheel (attached)



focus Performance
Wheel - Q4, 2013-14.

- ASCOF Outturn for 2013/14 (attached)



PROVISIONAL
ASCOF Local Measur

- Q1 2014/15 Performance Wheel (attached)



focus Performance
Wheel - Q1, 2014-15.

Expectations:

- Communicate Q4, Q1 and ASCOF Outturn to staff at next Comms event
- Design an infographic for the ASCOF Outturn for Comms event and AGM
- Continue to develop and pilot mechanisms and agree in-active domains.

MW reported on the Staff Survey results of which 94 out of 138 had returned their comments with 85% of the overall responses answering yes to 4 questions including feeling valued and having an important role within focus. JW commented that this was very high compared to the vast majority of Social Work Services.

Workshops were in the process of being planned to improve communication which had been highlighted from recent event. MW to report to the next Board meeting.

MW

Marc left the meeting.

9. Risk

As there was nothing to update on Risk it was agreed that SP would report back to the next Board meeting.

SP

10. FIP/FIS

SP brought before the Board applications to incorporate two subsidiary companies, namely focus Independent Professionals (FIP) Limited and focus

Independent Solutions (FIS) Limited. The new companies have been filed at Companies House and were incorporated on 22 July 2014. Both companies have been set up as Private Companies limited by shares with 100 ordinary shares at £1 each. The Directors of both Companies are JW and SP for the purpose of setting up. SP will stand down once the structures are agreed and Directors appointed.

Both companies have been set up to enable the focus business plan to be advanced i.e. to broaden our customer base and generate more income which can be used for the good of the community, technically it will enable the acquisition of assets without restrictions. They will hold risks and liabilities separately with the CIC benefitting from profits from each. Legal advice provided is that we would need at least 3 Directors, one of which should not be an existing Board member.

A query was voiced over intellectual property and it was agreed by the Board that JW and SP would bring this item back to the next Board meeting.

JW/SP

The Board agreed, with a lot of caution, to take this item forward and asked to be kept up to date on progress.

11. Policies

The following supporting papers were taken as read with attention drawn to the following:

Use of Personal Vehicles at Work

The use of vehicle was based on legal requirements not focus conditions.

External Emergency Procedure & Response Plan

Internal Emergency Procedure & Response Plan

Appraisal Policy

Training & Development

To ensure the training support opportunities proposal of '3 years post qualifying' fits in with the above Training & Development policy stating 2 years. SP to draw this to RD's attention.

SP

Business Support Unit should read Central Business Unit throughout the paper.

With the above in mind, the Board agreed the five Policies.

12. Annual Leave proposal

The Staff Opinion Survey asked staff about rewards/benefits they would like to see going forward. An overwhelming request was the proposal to grant an extra day's leave for various uses. This would be given to AfC conditions staff, not staff on new terms and conditions, as a goodwill gesture across the board from 1 September 2014.

As this was a verbally tabled motion and it generated a lot of questions and concerns, the Chair asked for this item to be brought back to the Board with a formal written proposal following further discussion around financial and staffing implications and possible consequences with a view to being discussed at a future Comms event.

SP

13. Regrading of posts

A confidential paper was tabled regarding the two Business Manager posts (Communications and Central Business Unit) as JW requested that the remuneration of these posts reflect increased responsibility in line with the Leadership Team. A lengthy discussion took place after which the Chair asked the Board to take a vote with the proposal being carried.

The motion was therefore carried.

14. AOB

There being no further business the meeting closed at 1845.

Date & Time of Next Meeting:

Thursday, 25 September 2014
1600 – 1800
Olympia House Board Room

These minutes are accepted as a true and accurate record

Chairman

Date

