

CONFIDENTIAL
DERBYSHIRE CARERS ASSOCIATION
Management Board Meeting Minutes
Monday 30th January 2017 @ 10am
@ Head Office, Ripley.

Attendees; Narinder Sharma, Marilyn Hambly, Paul Loble, Ian Gill, Wal Budzynski, Helen Weston, Deborah Gough

Ref	Item	Action
17/01	Apologies; Vicky L Davison, Nohaid Ilyas, Guy Willetts, Tony Brookes, Kaysia Heafield (Possible new trustee invited).	
17/02	Declaration of Conflict of Interest; None were declared.	
17/03	Minutes of the Meeting held 13 th December 2016; These were accepted as a true and fair record.	
17/04	Matters Arising From those Minutes: It was explained what the FOI request would include info re: Personal Budget pay outs and services increasing without the funding increasing. WB asked if `what is DCC`s target` and how well they are performing against it can be asked . Pension – This is now set up and ready to go live on 1 st April 2017. The question of the 5% was brought up by many staff. Twitter training is yet to be arranged.	
17/05	Finance Sub Group; Minutes of Meeting 20 th January 2017; PL explained that the Cash flow was not able to be submitted as the County funding is still not known. Also the Young Carers tender was unknown at the Finance meeting. A copy of the 2015-2016 final Accounts are to be sent out to all Board Members.	NP
17/06	Accounts; The small issues still outstanding on the final accounts have gone to HSKS and are being sorted. The meeting with Derby City needs to be arranged. the increase in time each Carers Assessment takes needs discussing.. Therefor a reduction in the amount of Assessments expected would be acceptable.	NS/DG/PL
17/07	HR Sub Group; Last Meeting cancelled	

17/08	Operational Report; DG took the meeting through the report.	
17/09	Derbyshire Sustainability & Transformation Plan: Local people were concerned about this plan and MH explained to the Board she was concerned how it would impact on Carers. NS confirmed that STP's have been compiled in each area and these have been referred to in DCA's recent bids. There was only 1 page which referred to Carers specifically. NS said that DCA cannot do much about what is in the STP's. 555 beds are to be closed across the County and DCA, who are working in the hospitals anyway will keep the support and liaison up with Hospitals in the County and City. MH asked that DCA liaise with the CCG's and Councils re: this Plan when and where possible. NS confirmed this would be done.	
17/10	Office Relocation's (Head Office and Derby City); NS informed the Board that Head Office will be moving to the Genesis Centre as of 1 st March 2017 on a month's contract. A Lease would be taken up on 1 st April 2017. Some of the Chesterfield staff would come to Genesis. The rest of the Chesterfield staff would be moved to the new Age Concern building in Queens Park, where 2 offices had been secured by NS Derby City is moving back to the City with 2 premises on Babington Lane currently being looked at.	
17/12	Communications Update: IG asked if DCA would go back to 4 Newsletters in 2017 as in 2016 there were only 2 editions. As the Newsletter is the main contact with all 15,000 Carers associated with DCA, IG felt very strongly about this. PL asked if DCA could hang fire as he is involved with the Council re: a communications strategy which includes a publication which would include all Carers and Health Organisations information.	
17/13	Risk Register: Please see updated Risk Register – as of December 2016: WB confirmed that he has updated some Policies. Some of the items should be put in an `accountability statement` rather than a Risk Register. This requires some work to sort this out. They may need auditing to see if they require going on the Risk Register. WB and NS to discuss. Electronic copy to go to WB. IT audit need looking at again.	NP NP

17/14	Health & Safety: Information: There have been no reports of accidents at any of the Centre/Offices.	
17/15	Feedback: Files available to view – several new compliments and 1 complaint The Board were advised that this complaint has now been dealt with	
17/16	AOB: NS suggested that a professional advisory group be set up. MH suggested this be set up on individual topics. This could be done on an individual/specific basis. An event needs to be arranged to find out how this lies. The Young Carers Tender stand down time finishes 31 st January 2017. When the contract is signed a press release will be sent out.	NS/DG

The Meeting finished at 1pm

Please note that there will be a confidential meeting for full Board Members at the end of business (No Issues were brought forward).

Date of next meeting: Monday 27th March 2017 @ 10am

@ Head Office

Apologies to: 01773 743355 please