

CONFIDENTIAL
DERBYSHIRE CARERS ASSOCIATION
Management Board Meeting Minutes
Tuesday 13th December 2016 @ 10am
@ Head Office, Ripley.

Attendees: Marilyn Hambly (Chair), Deborah Gough, Paul Lobley, Narinder Sharma, Wal Budzynski, Ian Gill, Nohaid Ilyas, Nicky Parsons (Minutes), Guy Willetts (by phone until 11.30am).

Ref	Item	Action
16/59	Apologies; VLD, TB	
16/60	Declaration of Conflict of Interest: None	
16/61	Minutes of the Meeting held 18 th July 2016; The Minutes were accepted as a true and fair record.	
16/62	Matters Arising From those Minutes: It has been agreed that DCA will be applying for PQASSO level 1 this time again. ISOS has been looked into and this will be the same price as PQASSO. A local GP has been approached and would like to join the Board. NP to send the application form and invite her to the next Board Meeting in January 2017.	NP/IG NP
16/63	Finance Sub Group; Minutes of Meeting 7 th November 2016; PL explained the Finance Group minutes and explained that the budget is an impossible task at the moment until we know who has got the County Tender. The budget has, however, been done on the proviso that DCA don't get the Contract and another budget will be drawn up once this is announced. Narinder explained how the new County Contract may be implemented should DCA be awarded. There then followed a general conversation with reference to the sitting service contract. There are many issues to look into but DCA are very well prepared. PL explained how the new Carers single point of contact hub works. It will be discussed at the next Board Meeting re: acceptance of the bid if offered. Pension; PL explained that a Pension has been chosen by the Finance Sub Group to propose to the Board and explained how this would work re: opting in and out. 5% has been agreed on as a level for DCA and staff to pay.	NS/PL

	<p>This will be rolled out to staff at the Team Meeting on Friday. PL proposed, IG seconded, all were in agreement. NP to contact Talk Staff re: our Pension Providers.</p>	NP
16/64	<p>Accounts and Cash flow – PL Proposed, IG Seconded. PL said that DCA are on track to fulfil the budget. The Accounts need to be adopted by the Board today; Draft with the changes below;</p> <p>Page 1 – Designation of Trustees and Bank address. Page 3 – Carers Centre needs putting on the next page Page 4 – Financial review needs taking out Page 5 – Date missing – Paul will sign on behalf of the Board. Page 9 – Date missing</p> <p>This will mean that we are finishing the 2015-2016 breaking even.</p> <p>Page 16 – Definitions needs changing/adding in. PL proposed the adoption of the accounts with the above changes and GW seconded.</p>	NS
16/65	<p>HR Sub Group; Meeting cancelled</p> <p>Another member is required. IG offered to join the HR Sub Group and WB offered to join the Finance Sub Group.</p>	
16/66	<p>Operations Reports; (To be tabled)</p> <p>DG talked the Board through the report. GP Surgeries need contacting direct re: increasing this service. Also the GP Receptionists can't be left to book Carers in as this is not happening. Health Liaison work is to be discussed. Triaging calls are a priority and Health Liaison and admin are to join training in this. More information needs taking at the point of referral. Leaflets and information are also being looked at. Re: HSJ Awards. PL asked Can we learn anything from the other finalists. DG replied yes, we must showcase our innovations more. Funding does restrict this. A discussion followed re: tenders applied for and possible tenders yet to come out. DG thanked NP and HW for their organising of the Crooked Spire Celebration. MH thanked DG for a very comprehensive report.</p>	
16/67	<p>Office Relocation`s (Head Office and Derby City)</p> <p>A General Conversation took place outlining the options for Head Office properties.</p> <p>Options are: Head Office = Chesterfield or Clay Cross are being considered.</p> <p>Derby = Babington Lane</p> <p>A property in Nottingham has come up, however, this would not be conducive with the Derbyshire Service. The Nottingham Service has just come out for Tender, therefore this could still come to fruition</p>	

	<p>IG asked if any premises already accommodated by staff which may be TUPE'd over could be taken over. NS said no, these are too expensive.</p> <p>GW proposed in principle to go for the Nottingham property for Storage and possibly the Nottinghamshire Contract.</p>	NS
16/68	<p>Communications Update:</p> <p>The Board will be invited to a Twitter training session early next year. NP to arrange for the temporary address for Head Office to be put on the Website.</p> <p>Volunteers can be advertised for in U3A.</p>	NP NP
16/69	<p>Risk Register:</p> <p>Please see updated Risk Register – as of April 2016</p> <p>Changes to be made;</p> <p>Page 2 – Needs changing to 1 High Risk</p> <p>A General conversation followed regarding the Risk Register.</p> <p>Ensure Business Plan/Strategic Plan comes to the next Board Meeting.</p>	NP NP
16/70	<p>Health & Safety:</p> <p>One report was brought to the Board of a stapler cut to a Volunteer. This was not serious and sorted with general First Aid.</p>	
16/71	<p>Feedback:</p> <p>Files available to view – several new compliments and no complaints</p>	
16/72	<p>AOB: A date needs to be set for the 30 year celebration of DCA.</p> <p>GS has submitted her resignation as a Trustee and it is to be recorded that she was a great help to the Board and to send her the Boards thanks.</p> <p>Trustee reviews of skills audits need to be done and then Trustees can be paired up to analyse.</p>	NP/NS NP

Please note that there will be a confidential meeting for full Board Members at the end of business.

Date of next meeting: Monday 30th January 2017 @ 10am

@ Head Office, Ripley

Apologies to: 01773 743355 please