

**CONFIDENTIAL**  
**DERBYSHIRE CARERS ASSOCIATION**  
**Management Board Meeting Confidential**  
**Monday 3<sup>rd</sup> September 2018 @ 10am**  
**@ Head Office, Ripley.**

**Attendees; Vicky Davison, Marilyn Hambly, Paul Lobley, Ian Gill, Waldemar Budzynski, Deborah Gough, Helen Weston, Nicky Parsons (Notes)**

<b>Ref</b>	<b>Item</b>	<b>Action</b>
<b>18/043</b>	Apologies; Nohaid Ilyas, Guy Willets.	
<b>18/044</b>	Declaration of Conflict of Interest; None were declared.	
<b>18/045</b>	Minutes of the Meeting held 29 <sup>th</sup> June 2018; <b>Decision:</b> The Board accepted the Minutes as a true and fair record.	
<b>18/046</b>	Matters Arising From those Minutes: <b>Discussion/matters arising:</b> Page 2 – The County Council decision needs to be made on how they are going to continue to support the amount of Carers presenting in Derbyshire which is a massive amount. A meeting is taking place this afternoon to discuss how this will be completed and kept up to date as this number will obviously increase every year. DCA need to know the new system and this needs to be rubber stamped by DCC. Most of the Carers re-presenting are wanting their annual Personal Budgets, a suggestion will be made to make the initial PB a Priority, then make the PB available less frequently? Other suggestions were made ie to reduce the amount paid out each year? Nothing has been confirmed as yet. 2 new CSW`s have just been employed. PL asked if more funding should be requested to employ more staff to deal with the work load?	
<b>18/047</b>	Finance Sub Group; Monday 13 <sup>th</sup> August 2018 The Minutes were accepted. The Investment has not yet taken place as the amount to invest is not yet known, until the Derby Service is determined.	

18/048	<p>Accounts</p> <p><b>Decision:</b> It was not possible to produce the accounts due to the fact that the Derby Service is still undecided. The County Contract, however, is looking very healthy. New Salary Scales were proposed to make DCA more Competitive with recruitment. There is also a new scale to be included (a technical level).</p>	
18/049	<p>HR Sub Group; Tuesday 7<sup>th</sup> August 2018</p> <p>The Minutes were accepted.</p> <p>MH mentioned that new Trustees are required onto the HR Sub Group.</p> <p>PL suggested 2 young people to join the Board although this is not always administratively easy. This is to be looked into. NS suggested taking an advert out in the next Newsletter. NP to notify Karl.</p> <p>The Charities Commission now provide a New Trustees pack. NP to look into this.</p> <p><b>Decision:</b> Confidentiality Policy reviewed – Proposed by PL and seconded by VLD – To be adopted.</p> <p>Safeguarding Policy – Adults – MH suggested paragraph Numbering. MH also suggested referring to the DCC safeguarding panel and a body map. To be agreed once changes adopted. PL proposed and VLD seconded.</p> <p>Safeguarding Childrens Policy – MH to change a few words then agreed to be adopted. PL proposed and IG seconded.</p>	<p>DG/PL</p> <p>NP</p> <p>NP</p> <p>NP</p> <p>NP</p> <p>NP</p>
18/050	<p>Derby Service;</p> <p><b>Discussion:</b> NS reiterated that; C/A`s were being taken in house. A general discussion then followed.</p>	
18/051	<p>Operational Plan/ Aims and Outcomes for 2017-2018</p> <p><b>Discussion:</b></p> <p>The report was discussed.</p>	
18/052	<p>Operational Report/Young Carers Annual Report;</p> <p><b>Information/Discussion/Update:</b></p> <p>These reports were discussed. The outcomes measurement Tools were discussed.</p> <p>The staff evaluation was discussed. This will be fed back to Staff with the `you said, we did` report.</p>	
18/054	<p>Risk Register;</p> <p><b>Due for update at the December 2018 meeting unless any issues brought forward by the Board.</b></p>	

	There were no issues brought forward.	
<b>18/055</b>	Health & Safety: <b>Information:</b> None reported.	
<b>18/056</b>	Feedback: Files available on request. Several new compliments and no complaints.	
<b>18/057</b>	AOB: The Vice Chancellor of Derby University has agreed for a research assistant to work on outcome measurements. IG asked for the signage to be sorted/completed asap. IG asked if DCA Head Office is a `safe` place? NS said this will be looked into. IG asked if Policies review dates are correct (yearly/bi-yearly). NP to look into. NP asked that Policies that do not need any changes are being updated by e-mail. If at least 2 Board Members can please respond the updates will go through.	NS  NP

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

**Date of next meeting: 5<sup>th</sup> November 2018**

**Apologies to: 01773 833833 please**