

CONFIDENTIAL
DERBYSHIRE CARERS ASSOCIATION
Management Board Meeting Agenda
Monday 25th November 2019 @ 10am
@ Head Office, Ripley.

Ref	Item	Action
19/054	Apologies; Guy Willetts, Nohaid Ilyas	
19/055	Declaration of Conflict of Interest; None were declared.	
19/056	Minutes of the Meeting held 9 th September 2019 Decision: The Board accepted the Minutes as a true and fair record.	
19/057	Matters Arising From those Minutes: Discussion on matters arising: The DCFC collection on Saturday went really well. The Lift has still not been sorted. Exeid are looking at sourcing an engineering company to fix the lift rather than a new one being installed, although 3 quotes have been sourced for a new lift and this has now been out of order for nearly 1 year. PL has tendered his resignation as of 1 st January 2020. He is going to be running for Council. PL felt that he was leaving the Organisation in a good position with the current Management Team and he was sure they would work in the best interest of the Organisation.	
19/058	Finance Sub Group Monday 14 th October 2019 And Wednesday 18 th September 2019. Minutes to be accepted. NS took the Board through the Emergency Finance Sub Group minutes and the presentation given to DCC regarding this. NS Explained the reasoning for the Emergency nature of the additional Finance Sub Group Meeting.	
19/059	Accounts Decision: The accounts were received. Proposed by PL and seconded by MH. PL then went through and explained what the Restricted/Unrestricted funds were.	

	The Lift at Head Office is still not working as discussed earlier and this needs sorting asap. The Lift at Derby Office will not be cost effective and the ground floor office is being viewed.	
19/060	<p>HR Sub Group;</p> <p>1. Policies requiring adoption/re-adoption;</p> <ul style="list-style-type: none"> • Driving at Work Policy (New Policy) – MH suggested a pretext for this Policy. Accepted with an introduction paragraph. <p>2. Other HR issues; None declared.</p>	NP
19/061	Redacted Minutes for the Website; Discussion/Decision: 3 rd September 2018 Board Meeting Minutes the minutes were accepted to be published on the Website as agreed (submitted to the Board).	NP
19/062	Operational Reports; Information/Discussion/Update: DG took the Board through the Operational Report.	
19/063	New Accountants/Auditors to appoint Discussion/Decision: The Board discussed the proposals and NS said He wanted to relook at all of these proposals before a decision was proposed to the Board.	NS
19/064	New Trustees; Joan Pons Laplana – Introduced himself. Anthony Slater-Davison – Did not attend but NS went through his application for him. Discussion/Decision: These were both formally adopted. Victor Shaw-Willson – (spectator) – Application to be sent to be completed. Adopted to become a member of the Board in view of receiving his application. PL asked once again, for a Young Carers representative to attend the Board meeting in the near future.	NP NP NS/DG
19/065	Update on Nottinghamshire Bid; Discussion: NS and HW updated the Board of where we were with the Nottinghamshire Contract. The Board were updated on the meetings that have taken place recently and confirmed that this contract	

	would be live from Monday 2 nd December 2019 HW confirmed the structure.	
19/066	Risk Register; Discussion/Decision: this will be submitted to the next Board Meeting in January 2020.	
19/067	Health & Safety: Information: None Reported. Head Office Lift – Discussed earlier in the meeting.	NS/NP
19/068	Feedback: Files available on request. Several new Compliments received – No new Complaints received.	
19/069	AOB: The Trustee Appraisals were discussed and it was decided that the Appraisal Forms were to be re- designed. NP to send the current forms to VLD and MH for them to redesign. There was no other business.	VLD/MH
Sensitive: To be minuted separately 19/070	There was nothing on the Confidential Meeting Agenda.	

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

**Trustee Appraisals to take place after the Confidential Board
Meeting.**

**Date of next meeting: TBC @ Head Office, Ripley.
Apologies to: 01773 833833 please**