

CONFIDENTIAL
DERBYSHIRE CARERS ASSOCIATION
Management Board Meeting Minutes
Friday 29th June 2018 @ 10am
@ Head Office, Ripley.

Attendees; Vicky L Davison, Paul Loble, Ian Gill, Nohaid Ilyas, Guy Willetts, Narinder Sharma, Deborah Gough, Helen Weston (Notes).

Ref	Item	Action
18/028	Apologies; Marilyn Hambly, Waldemar Budzynski, Nicky Parsons	
18/029	Declaration of Conflict of Interest; None declared.	
18/030	Minutes of the Meeting held Monday 30 th April 2018; Decision: The Board accepted the Minutes as a true and fair record.	
18/031	Matters Arising From those Minutes: Discussion: Investments - Please can we move forward with this and consider overnight investments. Discussion: Policies- NP to send Policy Review list to IG	NP
18/032	Finance Sub Group; PL presented budgets for each project and cash flow. Budget agreed, PL proposed and IG seconded Discussion: Principles of open book accounting – now a Requirement with all contracts. Gifts and Hospitality Policy adopted.	
18/033	Derby City Contract; Discussion: regarding the Derby City Contract which is currently out to tender. NS and HW reported on the specification: comprises of information, advice and support, Carers Clinics, Support for the Talking Points as well as breaks and training for Carers. Timeframes: The contract is for 2 years + 1 +1+1 Location – New Carers Hub has opened on St Peter’s Street in Derby. We will occupy the first floor. Service Users – The contract also includes Parent Carers but additional funds will be given should any of these Carers require support. The specification is asking for a large and varied service	

	<p>which would be difficult to achieve with the allocated funds. Discussion: Should DCA submit an application knowing that the service specification will be difficult to provide for the funds offered</p> <p>Majority decided we should apply. VLD Proposed GW seconded</p>	
18/034	<p>Operational Plan To be discussed at the next meeting</p>	
18/035	<p>Data Protection Senior Officer; This is to be NS. PL proposed, VLD seconded.</p>	
18/036	<p>Operational Report Carer Assessment Reviews – NS has requested Derbyshire County Council provide clarification on reviews. There are currently no reviews on the waiting list. Volunteers –volunteers are difficult to recruit and retain. An action group will be set up to approach colleges, universities and Volunteer Centres to recruit new Volunteers. VLD suggested the Duke of Edinburgh Award as a potential way of reaching new Volunteers.</p>	
18/037	<p>Risk register - This has now been updated. PL accepted</p>	
18/038	<p>Health & Safety: Information: None reported.</p>	
18/027	<p>AOB: There was no other business.</p>	

Date of next meeting: Monday 20th August 2018

Apologies to: 01773 833833 please