



Board Meeting

Minutes

Thursday 09 June 2022 7pm on zoom

1. Welcome/Present; Sue, Michelle, Veronika, Jan, Tracy, Steph, Clare and Simon.
2. Apologies; Jean, Jon; Gabriel; Danielle; Graham.

Presentation/Feedback from May Investors Event –

Veronika introduced Simon who went through and elaborated on the report/assessment he has written following his visit and attendance at the May event – report attached/in SLACK.

Sue – expectation is about basic care needs so engagement has proved difficult up to now (passed the point). Simon everyone is a potential contributor – need strategies. Social Care departments trying to square off rising demand with diminished resources – building resilience within the whole community – an eco system of community care.

Developing a preventative package as an aspiration.

Michelle commented on diversity of our users – main theme/request is for companionship – but mindful of finances. Some scared to leave the house. Simon confirmed that reflected what they found – avoid term “volunteer” – neighbourliness less intimidating – time bank.

Workshop on 17th – council invited to attend and offer advice/support respect of potential safeguarding issues (a concern around our responsibilities) there are examples of other services who are doing this kind of blended care/community delivery – need to develop appropriate protocols.

Agreed to go with plan Simon put forward. Sue we need to ensure that everything we do aligns with our core principles and purposes. Simon can offer (and be paid from PtC) for 3 days support with writing bids and we can also have some additional, free support via TSL.

Services updates:

3. Regulated Services: Brief Report sent in by Jean in SLACK.
Sue & Tracy – Jubilee weekend presented problems – Danielle has had to cover a lot of care hours and as a result is not able to attend this evenings meeting. Dawn has left and we have appointed Tracy for 3 months to cover the role. Tracy – first week crisis management (one of our main carers has had a bereavement) – report will follow next week. No new users – couple of new staff are shadowing.
 - Progressing as much as possible with application for Kirklees clients;
 - Sue on call over weekend – various issues cropped up – engaged with Staff and had some very valuable contributions. Hope to treat it as good learning;
 - Jean will have an exit meeting with Dawn –we would like to invite her to join Board;
 - Susan has been persuaded to take a break rather than leave! Steph will send a thank you letter to her for the plates she took out to users over Jubilee weekend;

- Recruitment still a critical issue – we need to consider options for staff incentives – staff bonus, increased pay rates it – thinking outside the box Steph, Mark and Clare having a breakfast meeting to discuss;
- 4. Minutes of last meeting – in next cloud (Jan apologised for confusion over date);
- 5. Business & Finance:-
 - i. Finance Group update – Jon’s Reports attached/in SLACK. Thanks to Jon for the clear and informative reports.
 - ii. Standing Item – register of interest (Tracy’s temporary position as Care Coordinator). We've appointed Tracy temporarily for up to 3 months so that we can then run a fair recruitment process and offer the post internally to other staff members. We have explored this with Amanda who has been an advisor to the board and is a HR specialist and she agreed this was fine providing we do the standard checks (e.g. DBS) and take up references. Board decision was based upon an assessment of the risk to the service following Dawn’s leaving on short notice. During the 3 months period Tracy will not contribute to any decisions about wages etc at Board level.
- 6. Any other business
 - Review of Board operation. All staff to be invited (unpaid) and we will ask them to leave if there are sensitive discussions to have. Shorten time of meetings to 7-8.30 for all – with additional time for “Board only” discussions as and when required and to be separated from main minutes. Minutes are open and on website – Veronika; Steph and Clare will look and take that forward together. Also looking at ways to share the minutes/reports – financial and reg services.

Board Only;

- Sue – proposed that Tracy’s hours in the temporary period should be 20 instead of 16 given the current demands and need to accelerate service provision. Agreed that the 3 months Position as Board member will provide a good opportunity to discuss and explore the link with Staff and Board going forward. Jan will do a letter of confirmation – to confirm period; hours and rate of pay (in line with what Dawn was being paid).
- 7. Date of next meeting: Thursday 14th July @ 7pm
- 8. Next action group dates: Steph will call the next AG to plan our contribution/attendance at the Spa Duck Race event.