

## Board Meeting

13/10/2022

on zoom

zoom link for the Board meeting:

<https://us02web.zoom.us/j/84777067720?pwd=OUQ1VzdPQIR2c2OzZzIPUmhGVzJYUT09>

1. Welcome/Present: Clare, Charlene, Sue, Danielle, Jon, Jan, Graham, Veronika, Nicky, Jean, Steph
2. Apologies  
Gabriel, Tracy

### Services updates:

1. Minutes of last meeting – in next cloud - all good
2. Regulated Services: Jean/Tracy/Sue – update
  - council work
    - waiting to hear from KMC; there was an ask for an additional form to be filled
    - draft of accounts needed (will be ready for the AGM)
    - *Clare can do balance sheet from Xero*
    - Danielle is getting on with this + Sue will support
  - recruitment
    - still difficult; working closely with IntoCare Kirklees
    - 2 new starters now and a couple of people coming on as bank
    - noted that this is a massive thing for the whole sector
    - regulated services to revisit flat rate; we take it to staff team again - *that could be an action group - Danielle to set up*
  - out of hours
    - new system; it was too onerous before
    - members of the care team are supporting chunks of this
    - 5 hour evening shift - 2 hours pay; 7 hour shift - 3 hours pay
    - people need to be alert to their phone, might or might not do any work
    - it's going to cost around £120/week - about £500/month - we need to know more details about the costs
    - points raised: as many staff to be ideally involved as possible
    - Danielle working on a training pack for people to be able to do it
    - *it's signed off by the board for now - there will be board update next month re cost + update about more people are involved (Danielle leading on this alongside the regulated services)*
  - contracts
    - it's not feasible to have 37 hours/week contract
    - *30 hours maximum contracted hours agreed by the board*
  - care coordinator post
    - we originally said that we would go to wider recruitment in September
    - Tracy has done a great job
    - regulated services group would like to propose that Tracy continues/gets permanent contract

The Board agrees that it is really important that we capture & record our decision making process in connection to this appointment. This is not the way we usually work, we don't appoint someone without an interview/selection process. It could appear that we have plainly appointed a Board member without due process.

The reasoning of this decision is connected to business sustainability. To be able to run our support/services well and to fulfil the needs of the service it would not be possible/feasible for us to have a gap/the role unfilled and to train someone up. We take this really seriously and consider this an exceptional decision that will ensure the continuity of the service and support to our community.

- *it has been agreed that Tracy will be appointed permanently; we contract permanently for 20 hours and we contract temporarily for 3 months 25 hours (to support tie over) and then pay extra for the care visits*
- *Danielle to share this with the team at the next team meeting*
- *Sue to have a conversation with Tracy about skills for the role*

### 3. Marketing – Steph

- we're still focusing on recruitment - it's a really clear focus
- there are a few more opportunities
- could we consider again whether we market the jobs with cleaning, shopping and other services/support - Steph & group to look at it
- the Board would like to say a big thank you to Charlene, David and Nicky for being part of the video
- the video has been shared on social media and will be as part of series of mini-blog and local organisations will share it

### 4. Business & Finance

- Finance Group update – Jon's report
  - went through the report
  - big issues is that we are not growing as we don't have enough capacity to take on more people to support
  - staff recruitment and retention are key
  - we discussed how the team is growing, balance of people who have/don't have experience
- Standing Item – register of interest
  - Tracy has an intention to step down from the Board - we have now recruited some of her close family members and there would be a tension

### 5. Any other business;

- RLW - this will be part of the discussion with staff about rates (as above)
- AGM
  - next board date: Tue 29th November; 7pm, online
  - accountants will have draft accounts
  - annual report to put together - regulated services report (Jean); NI report (Sue); finance report; Steph - marketing - we want to send it out by end of the month
  - *we have to give 14 days notice - Graham to send out heads up email and then send it out in time*
- Sharing Care & grants/applications
  - Awards for All application nearly ready and will aim to submit alongside Do Something Now with KMC by the end of October - this is for partnership work with the Watershed folks looking at community strengths mapping and how we can take My Home, My Life and My Community elements of our care forward alongside My Care
  - Veronika has started Barefoot Programme - development programme for practitioners who support and advise co-op/community businesses - would like to use it as an opportunity to work on our

development/support offer for other groups/communities/LAs to set up their own community owned/run care solutions - will bring a proposal to Board once something is written up a bit

- Co-op Party Conference last week - they had our materials
  - we had a chat with Community Catalysts folks as well
- Board only - discussion about emerging Business Development Group
6. Date of next meeting: Tuesday 8th November @ 7pm face to face at Sue's
  7. Next action group dates and subjects
    - staff pay rates & RLW implementation - Danielle to set up