BOLTON CARES STEERING COMMITTEE

MEETING, 21st December, 2016

Representing Bolton Council

Councillor Linda Thomas (Chair)

Councillor Ann Cunliffe

Councillor A. Ibrahim

Councillor Mrs Radcliffe

Councillor Mrs. Fairclough

Advisors

Dr John Livesey, CEO Company

John Daly, Director of People

Jackie Tait, Operations Director

Sue Johnson, Borough Treasurer

Victoria Crossley, Transformation Programme Lead

Rachel Tanner, Assistant Director Care Management and provider Services

Adrian Crook, Assistant Director Integration and Provider Services

Claire Binks, Group Accountant

Ian D Mulholland, Principal Democratic Services Officer

Apologies for absence were submitted on behalf of Councillor Morris and Helen Gorman.

Councillor Mrs Thomas in the Chair

34. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16th November, 2016 were submitted and signed as a correct record.

35. ANNUAL ACCOUNTS AND FINANCIAL STATEMENTS

The Chief Executive Officer submitted a report which sought agreement to the dormant accounts that were required to be lodged with Companies House before 31st December, 2016 for

Bolton Care and Support Ltd, Bolton Cares (A) Ltd and Bolton Cares (B) Ltd.

Resolved – That approval be given to the following -

(i) The Annual Report and Financial Statements for the year ended 31st March, 2016 for Bolton Care and Support Ltd be agreed and lodged with Companies House.

(ii) The Annual Report and Financial Statements for the year ended 31st March, 2016 for Bolton Cares (A) Ltd be agreed and lodged with Companies House.

(iii) The Annual Report and Financial Statements for the year ended for Bolton Cares (B) Ltd be agreed and lodged with Companies House.

36. EXCLUSION OF PRESS AND PUBLIC

Resolved – That, under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as specified in paragraph 3 of Part 1 of Schedule 12A to the Act; and that it be deemed that, in all the circumstances of the case, the public interest in its exemption outweighs the public interest in its disclosure.

37. MONTHLY DIRECTOR'S REPORT FOR BOLTON CARE AND SUPPORT LIMITED

The Chief Executive Officer submitted a report which updated members on the development and performance of the Bolton Care and Support Limited Company.

Information was provided in relation to the following areas, viz:-

- The Strategic Performance Scorecard which also provided a commentary about each of the four performance perspectives and a more detailed analysis of mandatory training completion rates and utilisation data for the Company's services;
- The financial performance of the Company as at the end of October, 2016;
- An update on the steps being taken to release staff and the process of recruiting new staff into the workforce;
- The restructure of the Company's Extra Care service;
- The restructuring of Service Management;
- A recent staff survey undertaken and the results were being analysed;
- The success of Bolton cares in Bolton's Best Awards;
- Development of ICT systems for the Company;
- The Company web site being now live; and

- Matters around linking steering committee members to services.

Members in their deliberations referred to:-

- Mandatory training matters;
- Reducing sickness levels;
- Site capacity statistics and future possibilities; and
- The marketing strategy.

Resolved – That the report be noted.

38. STRATEGIC BUSINESS PLAN

The Chief Executive Officer submitted a report and gave a presentation which set out details of the final strategic business plan for approval.

The report explained that the plan would be for a five year period.

Resolved - That approval be given to the Strategic Business Plan as now submitted.

39. MANAGEMENT STRUCTURE PROPOSALS

The Chief Executive Officer submitted a report which set out details of a re-organisation of Bolton cares management structure that would aid the strategic objectives for growth, savings, quality and personalisation.

The report sought approval for a phased approach to adapting the current management structure as a result of vacancy options arising from transfer options.

A revised copy of the report was circulated at the meeting.

Resolved - That approval be given to the recommendations as set out in the report but that should nothing significant arise in the consultation then the Chief Executive Officer be authorised to proceed with the implementation process.

40. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of this Committee be held on Wednesday 1st February, 2017 at 3.30 p.m.

(The meeting started at 3.30 p.m. and finished at 4. 45 p.m.)