

BOLTON CARES STEERING COMMITTEE

MEETING, 12th JULY, 2017

Representing Bolton Council

Councillor Morris (Chairman)

Councillor Murray (Vice-Chairman)

Councillor Newall

Councillor Radcliffe

Advisors

Dr John Livesey, CEO Company

Jackie Tait, Operations Director

Lisa Antoni, Finance, Audit and Resources Manager

Helen Gorman, Borough Solicitor

Adrian Crook, Assistant Director Integration and Provider Services

Ian D Mulholland, Principal Democratic Services Officer

Apologies for absence were submitted on behalf of Councillors Chadwick and Mrs Fairclough and John Daly and Sue Johnson.

Councillor Morris in the Chair

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 10th May, 2017 were submitted and signed as a correct record.

2. STEERING COMMITTEE DEVELOPMENT

Mr. J. Livesey, The Chief Executive Officer submitted a report which outlined proposals to establish a development programme for the Steering Committee and to link members to the Company's services.

The report set out details of the proposed development programme and in particular for its new members.

The report also set out details in relation to the linking of services to members of the Committee, how this had worked in the past and proposals for the future.

Resolved – That the proposed Steering Committee work programme be approved together with the proposals relating to the linking of members to the various services.

3. REVIEW OF TRADE UNION RECOGNITION AGREEMENT

Mr. J. Livesey, The Chief Executive Officer submitted a report which set out proposals to make changes to the Trade Union Agreement in place for Bolton Cares.

The report explained the background to the operation of the Trade Union Recognition Agreement during 2016/17. The report went on to explain the rationale behind the proposed changes and the report covered issues concerning the following areas –

- Time off for convenor / work place organisers;
- Ratio of members to stewards;
- Time off for branch responsibilities;
- Time off to attend conferences and external meetings;
- Payroll processing; and
- Venues for Trade Union meetings.

Resolved – (i) That approval be given to the proposed changes to the Trade Union recognition as set out in section three of the report and the revised Recognition Agreement as set out in appendix one to the report for consultation with the recognised Trade Unions.

(ii) That following the consultation, the Chief Executive of Bolton Cares, be asked to present final proposals to the next meeting of this Steering Committee.

4. 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 1 and 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.

5. BOLTON CARE AND SUPPORT LIMITED – PROPOSED CHANGE OF NAME

Mr. J. Livesey, Chief Executive Officer submitted a report which set out proposals to change the name of Bolton Care and Support Limited. The report outlined the background in this regard and the proposal to change the name to Bolton Cares Limited.

Resolved – (i) That the name of, Bolton Care and Support Limited be changed to Bolton Cares Limited.

(ii) That the Bolton Cares Steering Committee authorises the approved signatory to sign the resolution at Appendix 1 to the report.

(iii) That the Board of Directors be authorised to:

1. Make all necessary and appropriate entries in the books and registers of the Company.
2. Arrange for the following to be filed at Companies House:
 - A copy of the resolution.
 - The relevant form.
 - The relevant change of name fee.

Arrange for the display and disclosure of the new Company name as and when necessary at the Company's office(s) and on the Company's stationery and website.

(iv) That the chief Executive Officer be asked to explore the issue of protecting the name, Bolton Care and Support Limited.

6. BOLTON CARE PROPERTIES

Mr. J. Livesey, Chief Executive Officer submitted a report which outlined the current position regarding the premises to be occupied by Bolton Care and Support Ltd, Bolton Cares (A) Limited and Bolton Cares (B) Limited.

The report set out the previous decisions that had been taken regarding licences to occupy premises in June, 2016 and June 2017.

Members in their deliberations referred to –

- The period of the licence term; and
- The form of agreement for the use of Council premises by Bolton Cares.

Resolved – That the Chief Executive Officer and the Borough Solicitor be asked to examine the detail of the licence terms and the period involved and present a revised report to a future meeting.

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

Mr. J. Livesey, 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 which included the following areas, viz:-

- The Strategic Performance Scorecard which also provided a commentary about two of the performance perspectives and a more detailed analysis of staff sickness levels and mandatory training completion rates for the Company's services;
- The financial performance of the Company as at the end of May, 2017;
- A specific workforce update which included recruitment matters; and
- New business developments.

Members in their deliberations referred to:-

- Living wage matters;
- Matters concerning developing Bolton Cares as a special provider for people with Autism;
- Mandatory training;
- Vacancies and recruitment matters;
- The refurbishment at New Lane; and
- The Jubilee Centre replacement.

Resolved – That the report be noted.

8. DATES AND TIMES OF FUTURE MEETINGS

The Principal Democratic Services Officer reported that he had consulted the diary of meetings, the Chairman and the Chief Executive Officer and a schedule of future meetings for this Municipal Year had been prepared.

Resolved – That members of the Steering Committee be notified of the arrangements for future meetings of this Committee during the 2017/18 Municipal Year, viz –

Wednesday 20th September, 2017 at 12.30pm

Thursday 30th November, 2017 at 12.30pm

Wednesday 31st January, 2018 at 12.30pm

Wednesday 21st March, 2018 at 12.30pm

(The meeting started at 12.30 p.m. and finished at 2.44 p.m.)