

# **BOLTON CARES STEERING COMMITTEE**

MEETING, 21st SEPTEMBER, 2016

## Representing Bolton Council

Councillor Linda Thomas (Chair)

Councillor Ann Cunliffe

Councillor A. Ibrahim

Councillor Morris

Councillor Mrs Radcliffe

## **Advisors**

Dr John Livesey, CEO Company

Helen Gorman, Borough Solicitor (Company Secretary)

Sue Johnson, Borough Treasurer

Victoria Crossley, Transformation Programme Lead

Ian. D. Mulholland, Principal Democratic Services Officer

Apologies for absence were submitted on behalf of Councillor Mrs Fairclough and John Daly, Adrian Crook and Mrs Tanner.

Councillor Mrs Thomas in the Chair

## **24. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 17<sup>TH</sup> August, 2016 were submitted and signed as a correct record.

## **25. 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.

## **26. MONTHLY DIRECTOR'S REPORT FOR BOLTON CARE AND SUPPORT LIMITED**

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

The report updated the Committee on the position regarding the Company name and that the following changes had now been agreed –

- Bolton Care and Support (A) Ltd had been changed to Bolton Cares (A) Ltd.
- Bolton Care and Support (B) Ltd had been changed to Bolton Cares (B) Ltd.

The report also explained that a request to change the name of Bolton Care and Support Ltd to Bolton Cares Ltd was rejected by Companies House who deemed the name to be too similar to the name of an existing company. Irrespective of the issue with the formal registered name, the Company would be able to use the name, Bolton Cares, as its trading name.

In terms of the branding, members were advised that work had been completed to prepare a branding toolkit to ensure that all of the Company's communications were consistently branded.

The report went on to set out the current position with regard to the workforce which included matters concerning those who had opted to leave, new starters, recruitment update, registered manager appointments and director appointments.

The report concluded by recommending that Steering Committee Members be linked to each of the Company's services and also set out the benefits to this.

Resolved – (i) That the content of the report be noted.

(ii) That no further action be undertaken in terms of the changing of the registered name for the top Company and that it remain as Bolton Care and Support Ltd.

(iii) That approval be given to the linking of Steering Group Members to services, as set out in the report and that Steering Group members be asked to liaise with Mr Livesey on this matter.

## **27. BOLTON CARES PERFORMANCE SCORECARD**

The Chief Executive Officer submitted a report which updated members on the position regarding the Strategic Performance Scorecard.

The report reminded members that at the last meeting agreement had been given to adopt a balanced score card to assuring the overall performance of Bolton Cares.

The report highlighted that the scorecard had been populated with data where this was available but further work was naturally needed to provide a complete assessment of the Company's overall performance.

The report also specifically referred to the areas for further development and matters around data collection and reporting systems.

Members in their deliberations referred to :-

- Mandatory training indicators and the priority in this regard;
- Supported living rate of incidents statistics; and
- The presentation of information per 100 customers and cash flow statistics.

Resolved – (i) That the progress be noted.

(ii) That in future details of the cash flow be shown as a statement of the whole company.

(iii) That in terms of information regarding per 100 customers, in future, the actual figures be shown rather than the rate.

(iv) That a further updated performance scorecard report be presented to the next meeting of this Committee.

## **28. BOLTON CARES DRAFT STRATEGIC PLAN**

The Chief Executive Officer submitted a report which set out details of the draft Strategic Plan for Bolton Cares.

The report set out details of a draft strategic plan for the next five years in line with the structure agreed at the last meeting of this Committee.

Members were informed that the draft Plan was a work in progress and highlighted where additional work was required.

Members in their deliberations referred to matters around future business growth.

Resolved – That the report be noted and that the final version of the Strategic Plan be submitted to the next meeting of this Committee.

## **29. NEXT MEETING**

The Committee discussed the arrangements for future meetings.

Resolved – That in future, meetings of this Committee, be held every six weeks and that the meetings take place on a Wednesday with a start time of 3.30pm.

(The meeting started at 3.30 p.m. and finished at 4.33 p.m.)