

# **BOLTON CARES STEERING COMMITTEE**

MEETING, 20<sup>th</sup> September, 2017

## Representing Bolton Council

Councillor Morris (Chairman)

Councillor Murray (Vice-Chairman)

Councillor Mrs Fairclough

Councillor Newall

Councillor Radcliffe

## **Advisors**

Dr John Livesey, CEO Company

Jackie Tait, Operations Director

Lisa Antoni, Finance, Audit and Resources Manager

Adrian Crook, Assistant Director Integration and Provider Services

John Daly, Director of People

Ian D Mulholland, Principal Democratic Services Officer

Apologies for absence were submitted on behalf of Councillor Chadwick, Helen Gorman and Sue Johnson.

Councillor Morris in the Chair

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

The minutes of the meeting held on 12th July, 2017 were submitted and signed as a correct record.

## **10. REVIEW OF TRADE UNION RECOGNITION AGREEMENT**

Mr. J. Livesey, The Chief Executive Officer submitted a report which set out the revised, final Trade Union Recognition Agreement for Bolton Cares, following consultation with the recognised trade unions.

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 – That approval be given to the final trade union recognition agreement as set out at appendix one to the report.

## **11. 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.

## **12. 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 four 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 July, 2017;
- A specific workforce update which included recruitment matters; and
- New business developments.

Members in their deliberations referred to:-

- Matters around the workforce.

Resolved – That the report be noted.

### **13. ANNUAL ACCOUNTS**

Mr. J. Livesey, The Chief Executive Officer submitted a report which presented the final, annual accounts for the three companies of Bolton Cares .

The report set out information about the financial performance, savings targets, corporation tax, pensions adjustments and the opinion of the auditor.

Resolved – (i) That the annual accounts for Bolton Care and Support limited, Bolton Cares (A) Ltd and Bolton Cares (B) Ltd be noted.

(ii) That the submission of the accounts for the three companies to Companies House and HMRC be approved.

### **14. THE HEALTH AND SOCIAL CARE ACT, 2008 (REGULATED ACTIVITIES) REGULATIONS 2014**

Mr. Adrian Crook, Assistant Director Integration and Provider Services gave a presentation providing details of the Health and Social Care Act 2008 Regulations, 2014.

Mr Crook explained that the 2014 regulations replaced the 2010 regulations and the following new factors were established by the new regulations ;-

- Fundamental standards;
- Duty of candour; and
- Fit and proper person requirement for directors.

Under the regulations, the Quality care Commission was now able to prosecute cases where someone using a registered service was harmed or was at risk of harm.

The meeting was also provided with full details of the fundamental standards, matters around where the service was provided by a body rather than a partnership and good governance.

Members in their deliberations referred to life enrichment and personal support plans.

Resolved – That the contents of the presentation be noted.

(The meeting started at 12.30 p.m. and finished at 1.09 p.m.)