

# Minutes

**Location:** Boardroom, St. James', 61-95 Oxford Street, Manchester, M1 6FQ  
**Date:** Wednesday 16<sup>th</sup> November 2016  
**Time:** 9.30am-4.30pm

## 1. ATTENDEES

| Members Name   | Company | Initials |
|----------------|---------|----------|
| Khalid Ahmed   | Ind     | KA       |
| Mohammed Anwar | Ind     | MA       |
| Aneet Kapoor   | Ind     | AK       |
| Ifti Khan      | CCA     | IK       |
| Peter Marks    | AiMp    | PM       |
| Phil Maslin    | CCA     | PhM      |
| Gary Pickering | CCA     | GP       |
| Jennie Watson  | CCA     | JW       |
| Helen Smith    | CCA     | HS       |
| Gillian Stone  | CCA     | GS       |

| Members Name   | Company | Initials |
|----------------|---------|----------|
| Mohamed Patel  | Ind     | MP       |
| Fin McCaul     | Ind     | FM       |
| Bruce Prentice | Ind     | BP       |
| Karen Rice     | AiMp    | KR       |
| Adam Irvine    | GM LPC  | AI       |
| Lisa Mather    | GM LPC  | LM       |
| Claire Dickens | GM LPC  | CD       |
| Emer Scott     | GM LPC  | ES       |
| Judith Goodwin | GM LPC  | JG       |
| Helen Reed     | GM LPC  | HR       |

**APOLOGIES:** Chris Dagnall, Jennie Watson absent for the morning session.

## MINUTE REVIEW

The minutes were reviewed and accepted as a true and accurate record with a few minor amendments.

## 2. BOARD DEVELOPMENT

NeoNavitas delivered the morning session dedicated to Board Development. GMLPC staff also took part as it was seen to be beneficial to all.

## 3. COMMITTEE GOVERNANCE

LPC Governance & Code of Conduct – KA & IK and GMLPC staff left the room for a closed discussion. All returned to the room. The board were advised that there have been issues regarding governance and that are currently being investigated and a resolution will be reached by December. Recap on the Nolan principles as per the last meeting. (This session was discussed out of Agenda order)  
 Declaration of Interest – PM advised he is now a Director of CHL IK also advised his needed to be updated.

Policy Updates and Approval – No changes regarding Policy as yet. Finance forms to be revamped, and Social media policy to be produced.

\*Action – PM & IK to be sent DOI form.

\*Action -ES to produce Social media policy

\*Action - Finance forms to be revamped

#### **4. MEETING BEHAVIOURS UPDATE**

The revised paper was agreed upon.

JW raised the point of electronic devices not being used to take notes in the last meeting but the minutes were much shorter than from the previous meeting. AI advised this was deliberate.

It was agreed that the minutes would be produced in draft form within 48 hours, and any corrections would be identified within 7 days so as the final draft would be available for sign off before the next meeting.

GS Asked that a prompt be sent out for agenda items and that papers were sent out in ample time for pre reading. 10-12 days prior to meeting.

#### **5. NEW MEMBER BRIEFING**

PhM gave an overview presentation.

HS Raised the issue of Pensions and it was noted that this had not yet been arranged but would be soon. GS is leading on this issue.

KA Raised an issue regarding being approached by media and looked for guidance on if this should be conducted as an individual or as an LPC representative.

It was decided that members should let the office (ES or AI if ES not avail) know of any media interaction prior to accepting.

GS suggested we collate a list of media contacts from all LPC members.

Members reminded about LPOSS on PSNC website and all members asked if they had access. AK locked out.

Insurance policies including contents and LPC members cover was discussed and an action to check what was still valid and what was needed was suggested.

GS Asked if Mark Collins was still the Regional rep for the PSNC. There is no notification otherwise and we could possibly do something with Lancs and Bolton in January.

**\*Action – List of media contacts sent to Emer**

**\*Action – Get AK ability to log on.**

**\* Action – AI Check Insurance policies**

## 6. QUALITY PAYMENT SUPPORT

PhM and FM gave a presentation giving details on the Funding changes and how we can help our contractors. It has been calculated out of the £20 million that contractor in GM will lose there is a potential for them to recoup £10 million. The board was asked if £20,000 could be released to get HLP off the ground in order to support contractors and help them become eligible for Quality payments. The board agreed that this was needed and could go ahead. Agreed that CD should be part of this work.

Discussion moved on to the event on 27/11. It was agreed that there would be dementia friends training given by JW on the day as this would encourage contractor to attend. Certificates to be given for this. It was noted that at the time of the meeting there was approximately 60 registered to attend the event. It was decided that to increase possible attendance there would be a postal mailing potentially followed up by telephone calls. Regional and area managers for CCA and AIM to be contacted to encourage attendance from their patch.

\*Action – Mailing to be done by office

\*Action - Regional and area managers to be contacted by office

\*Action – Certificates to be produced by the office

## 7. CHIEF OFFICERS REPORT

AI advise that JG had been appointed as Business Support Officer and there was still one position to fill.

Report templates to be completed by locality leads for meeting and returned to office.

Request for Stockport, Oldham and Rochdale SLA's to be forwarded to the office.

## 8. LOCALITY LEAD ACTIVITY & FEEDBACK METHOD

Locality leads need to complete reports after meetings and submit them to the office in a timely manner. Intel from a local level needed to feed into other meeting. AI has devised a template which can be used on any device so it can be used as a live feedback.

\*AI to send document to locality leads

**MEETING CONCLUDED AT 4.50**

## ACTION LIST

| Min | Action   | Member/ Staff | Target Date | Update  |
|-----|--|---------------|-------------|---------|
| 3   | PM & IK to be sent DOI form.                         | Office        | 18/11       | Done    |
| 3   | Social media policy to be devised                    | ES            | 14/12       |         |
| 3   | Finance forms to be revamped                         | Office        | 18/11       | Done    |
| 5   | Leads to draw up sub-group TOR's                     |               | 16/11       | Overdue |
| 5   | List of media contacts sent to Emer                  | All           | 14/12       |         |
| 5   | Get AK ability to log on.                            | LM            | 05/12       | Done    |
| 5   | Check Insurance policies                             | JG            | 25/11       | Done    |
| 6   | Mailing to be done by office                         | Office        | 18/11       | Done    |
| 6   | Regional and area managers to be contacted by office | Office        | 18/11       | Done    |
| 6   | Certificates to be produced                          | Office        | 5/12        | Done    |
| 8   | Send document to locality leads                      | AI            | 18/11       |         |

- Not started - Yellow
- In progress
- Completed - Green
- Overdue - Red