



MEETING

DATE/TIME OF MEETING:	24th August 2016
VENUE:	Marsham Arms, Hevingham
ATTENDEES:	Robina Clarke, Emma Cliffe, Michael Millage, Mark Talbot (Chairman) and Bernadine Pritchett. John Bacon joined the meeting for item 9.
APOLOGIES:	None given
MINUTE TAKER:	Caroline Payne

ITEM NO.	KEY POINTS DISCUSSED / ACTION TO BE TAKEN	NAME	ACTION COMPLETION DATE
1	<u>Welcome by Chairman</u> MT welcomed everyone to the meeting.		
2	<u>Apologies for absence</u> None		
3	<u>Election of Officers</u> MT advised the group that he would no longer serve as Chairman of ARMC for various reasons including a recent accident. MT proposed MM (current Vice Chairman) as Chairman. EC seconded this proposal. All in favour. MM advised those present that he had been expelled from the NIC board and outlined the reasons. MM asked whether this would have implications on his role as Chairman of ARMC. MT felt that this was not an issue and that MM could accept the role as Chairman of ARMC if he wished. MM accepted the role. MT then proposed RC as Vice-Chairman and representative on the NIC Board. EC seconded. All in favour. RC felt that the situation regarding the expulsion of MM from the NIC board needed questioning and agreed to raise this with DB. RC said that MM had been given a mandate by ARMC to seek clarification on NIC/NCL funding and the way in which the		

	<p>funds were used. EC will retain her post as Honorary Secretary and John Turner as Treasurer.</p>		
4	<p><u>Minutes of previous meeting</u> The minutes of the meeting held on 27th April were agreed and confirmed as a correct record.</p>		
5	<p><u>Matters Arising</u> (5) MM reported that he had not been able to attend the CLASP meeting</p>		
6	<p><u>Continuing Care Pathways/Market Resilience</u> MM gave an update on the project to date. MM said he had kept the NIC Board informed and a working group had been established to move the project forward. Jo Ardrey, Tim Armitage and Sanjay Kaushal were included from the NIC board. JA and SK had not had the capacity to support the group.</p> <p>NCC had written to MM asking the CCPP group to put forward a proposal. The CCPP group, supported by N&SCS had put together a proposal in early June.</p> <p>NIC/Dennis had also submitted a proposal to support a care pathway project although MM/NIC was unaware until a later date.</p> <p>DB/NIC board had discussed the issue as MM claimed the project belonged to the CCPP group. There had been much correspondence between the two parties and resulted in the NIC Board expelling MM.</p> <p>N&SCS had withdrawn the proposal and NCC with MM's agreement will ask for tenders for the project at a later date.</p> <p>The Care Pathways group are continuing to meet and the work is continuing.</p> <p>It was agreed that NCC had created divisions with all involved.</p>		
7	<p><u>Safeguarding</u> MT outlined a number of forthcoming events pertaining to safeguarding. MT agreed to forward details to CP for circulation and inclusion in Welcome to the Week.</p>	MT/CP	
8	<p><u>Website</u> EC had done some investigations regarding the ARMC domain name and hosting of. EC had obtained 3 quotes and it was agreed to go with the lowest of £40 pa for TSO to host the site. EC will ensure that up to date details are on the site and will then let other people have user access to up -date as necessary.</p> <p>It was also agreed to include a link on the NIC website and the information that was currently on the NIC site could be uploaded onto ARMC's own site.</p>	EC	
9	<p><u>Cost of Care - WAA</u></p>		

	<p>NCC had circulated a spreadsheet to all Providers to collect information re cost of care for working age adults. A group of Providers had been involved with NCC in the negotiations.</p> <p>However, some were not happy with the spreadsheet and the way in which the information will be collated.</p> <p>John Bacon made a proposal to the WAA Provider group and to ARMC members as follows:-</p> <ol style="list-style-type: none"> 1. We request that the template is resubmitted in a different format, one which we can endorse publicly and will hopefully generate a better return. We put a time limit on this so delay is minimised 2. We ask that all submissions are anonymised and shared with an independent third party so that this data can be compared to what the council come up with. <p>There followed much discussion and it was finally agreed that ARMC, on behalf of its members write to Steve Holland, NCC with the following provisos:</p> <ul style="list-style-type: none"> • <i>An extended time for completion/return</i> • <i>Information to be ring fenced without prejudice (15/16 only)</i> • <i>Transparency of information</i> <p><i>We would ask that ARMC be invited to engage in the cost of care exercise for 2016/17 and have an input into the design of the cost of care template for 2016/17 and subsequent year</i></p> <p>Once the above had been agreed, ARMC would encourage Providers to complete the spreadsheet.</p>		
10	<p><u>Constitution and Code of Practice Review</u></p> <p>A thorough review of the two documents relating to the governance of ARMC were amended as necessary. These will be circulated to all members and agreed at the next AGM.</p>	CP	
11	<p><u>Correspondence</u></p> <p>Notification of the Norfolk Care Conference, Friday 18th November 2016.</p>		
11	<p><u>Financial Matters</u></p> <p>In the absence of the Treasurer there was nothing to report. No expenditure had been made.</p>		
12	<p><u>AOB</u></p> <p><u>Grants</u></p> <p>RC had received information via Welcome to the week outlining a new project funded by NCC to help providers move from an inadequate CQC rating to good. RC felt that this was discriminatory to those Providers who invest time and money to ensure that their ratings are good to outstanding. RC said she would draft a letter with these concerns and circulate to members for approval before sending to NCC.</p>		

	MM said he would like to attend the H&SCCF meetings to represent ARMC and it was agreed he should contact NCC direct to ensure he is on the invitation list.		
--	--	--	--

NEXT MEETING
DATE: 5 th October 2016
TIME: 10am
VENUE: The Marsham Arms, Felthorpe.

Signed.....

Date.....

Chairman