



MEETING

DATE/TIME OF MEETING:	5th April 2017
VENUE:	Marsham Arms, Hevingham
ATTENDEES:	Robina Clarke, Emma Cliffe, Michael Millage (Chairman), Mark Talbot, Bernadine Pritchett and Thomas Shaw. Alison Holmes was also in attendance.
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> MM welcomed everyone to the meeting.		
2	<u>Apologies for absence</u> None given		
3	<u>Minutes of previous meeting</u> The minutes of the meeting held on 7 th December 2016 were agreed and confirmed as a correct record. The meeting on 1 st February 2017 did not take place due to there not being a quorum. However, there were some actions which had been dealt with.		
4	<u>Update on actions from meeting on 1st February</u> All actions from 1 st February dealt with under item 5 and other agenda numbers.		
5	<u>Matters arising from 7th December meeting</u> 4) CP had sent the NIC grant breakdown to RC as requested. RC said she could see that there was very little surplus available and felt it more appropriate to ask for some financial assistance from the new financial year budget. It was agreed to write to NIC and ask for £500, 2% of the total budget to assist with the ARMC marketing strategy. (10) EC had volunteered to stand in as Treasurer for the time being but it would be on the agenda in the future in the hope that another will take on this role. EC did not have time to deal with the bank issue at the moment. MT agreed to take this on and sort out the bank account and would also contact John	CP	

	Turner, ex treasurer to obtain documentation.	MT	
6	<p><u>Safeguarding/Training</u> MM had attended recent meetings and said that 90% of safeguarding cases involved mental health issues. EC felt this figure was slightly distorted due to Providers from other areas of care not reporting as well as MH Providers do.</p> <p>The NCC event on hoarding and slavery had been well attended. Information on Dols, SCAMS, Loneliness and Capacity had also been circulated.</p> <p>EC said that the Train the Trainer course offered by NCC was very good.</p>		
7	<p><u>Website</u> EC was struggling to keep the website populated due to heavy work commitments and asked if members could assist where necessary.</p> <p>CP asked EC if an ARMC email account could be created for her. EC will set this up as soon as possible.</p> <p>EC had paid the bill for the website. CP asked EC to forward to her and EC could be reimbursed.</p>	EC/CP	
8	<p><u>Cost of Care – WAA</u> RC said there are real issues with the cost of care and problems with continuing care budgets.</p> <p>As agreed at the previous meeting a letter had been sent to Steve Holland, NCC asking for clarification on a number of points and issues. SH had suggested a meeting which is set up for 26th April. MM, RC and BP will represent ARMC at this meeting. John Bacon, new Chairman of NIC will also be in attendance along with NCC representatives. CP will circulate all relevant correspondence to those attending prior to the meeting.</p> <p>RC said she had personally challenged the issue over pre-banding and had been informed that NCC are not legally obliged to pay the minimum banding rate. A number of Providers still have service users on pre-banding rates. It was agreed that this could be raised at the AGM later that day as well as at the meeting on 26th April.</p> <p>AH said NCC have no LD strategy.</p>	CP	
9	<p><u>Marketing Strategy</u> As recorded in item 5 above.</p> <p>MM also stated that there was still some money left in the Market Development Fund. MM will contact SH to enquire whether there could be funding available to assist with ARMC</p>		

	<p>marketing strategy.</p> <p>Discussions ensued as to how ARMC could promote itself. It was agreed that phoning Providers and making personal contact was the most effective course of action.</p>		
10	<p><u>Correspondence</u> RC reported on the recent NIC meeting.</p> <p>TW and CG (Carerite) had been in attendance and outlined the Quality Improvement project, the aim is to improve quality and leadership in Providers who require improvement. The project is funded by NCC market development fund. The aspiration is to implement tools to raise the inspection rating to good. The project involves 25 providers, selected by NCC, from domiciliary, residential, mental health and learning disability sectors. All services have been visited by TW/CG.</p> <p>NIC are still working on their Governance.</p> <p>NOPCHA was not currently affiliated to NIC.</p> <p>Dennis Bacon had stepped down as Chairman of NIC at the AGM and John Bacon had been elected to take his place.</p> <p>The issue of sleep-ins was discussed at length and NIC will raise this at the next H&SCCF meeting.</p> <p>RC advised members to email her with any issues they would like raised at the NIC meetings.</p>		
11	<p><u>Financial matters/Treasurer</u> As reported in item 5 above.</p>		
12	<p><u>Preparations for AGM</u> BP had considered resigning due to the distance travelling to meetings. It was agreed that in future BP could SKYPE on occasions. All current members agreed to stand for re-election at the AGM. Alison Holmes would also be interested in being elected. TS said he would remain on the ARMC Management Council but he and his mother would share the NIC representation in the future.</p>		
13	<p><u>AOB</u> There was no time for AOB. To be deferred to next meeting.</p>		
14	<p><u>Venue for future meetings</u> AH from Independence Matters has offered a meeting room for the June and December meetings. A venue for September will be agreed at the June meeting.</p>		
15	<p><u>Date for next meeting – as below</u></p>		

NEXT MEETING
DATE: Wednesday 21 st June
TIME: 10am
VENUE: Independence Matters, Ipswich Road, Norwich.

Signed.....

Date.....

Chairman