



MEETING

DATE/TIME OF MEETING:	24th October 2018
VENUE:	The Marsham Arms, Felthorpe
ATTENDEES:	Emma Cliffe, Rachael Dittrich, Alison Holmes, Michael Millage (Joint Chairman), Bob Pritchard (Joint Chairman, chair for this meeting), and Mark Talbot. Cynthia Phillips was also in attendance as an observer.
APOLOGIES:	Robina Clarke, Bernadine Pritchett
MINUTE TAKER:	Caroline Payne

ITEM NO.	KEY POINTS DISCUSSED / ACTION TO BE TAKEN	NAME	ACTION COMPLETION DATE
1	<u>Welcome by Chairman</u> BP welcomed everyone to the meeting.		
2	<u>Apologies for absence</u> As above		
3	<u>Minutes of previous meeting</u> The minutes of the meeting held on 19 th July 2018 were agreed and confirmed as a correct record.		
4	<u>Matters arising</u> MM reported that following the meeting both he and Bob had attended with NCC representatives and N&S MH Trust, MM was still waiting on correspondence from Clive Rene. MM asked members if they felt it would be advantageous to invite Clive to the next Open Forum to talk about connectivity, Frameworks and commissioning of services. All agreed. MM will contact Clive. Discussion took place pertaining to commissioning and the impact of frameworks in the Provider market. It was agreed to write to Sera Hall, Director of Commissioning to arrange a meeting with delegates from ARMC. AH agreed to draft a letter from the Management Council. (11) As Robina was not present at the meeting it was agreed Bob would discuss with her the request for him to join the NIC Board.	MM AH BP	
5	<u>Safeguarding/Training</u>		

	<p>The suicide training had been shared with the independent sector although places were limited. It was hoped there would be further training available in the future.</p> <p>ARMC representatives will continue to attend safeguarding meetings where possible. MM being the representative on the main SA Board and AH deputising for him. MM will request that more than one representative attend the next meeting. James Kearns, a member of the SAB would be invited to attend an ARMC meeting to outline further the work of the Board. MM will invite JK.</p> <p>EC said that the ASSIST training was being delivered at Norwich Mind and she would enquire whether this training could be delivered on behalf of ARMC.</p>	MM EC	
6	<p><u>ARMC & its Role/New Association</u></p> <p>MM reported that following the report that planning had been going on for a long time and Christine Futter had asked SH to send RC some background information, things had moved on and all previous discussions “put to bed”. The original conversations around a new Care Association had been informal and therefore not relevant.</p> <p>Dr. Fiona Denny had been appointed to lead the project and MM said there was a tight process controlled by the steering committee. The UEA and College of Suffolk are involved with the process.</p> <p>Engagement with the sector had taken place using appointed market connectors. The information collected from these events was being used to formulate a questionnaire which would be sent out to all Providers. The market connectors will also talk to the wider market.</p> <p>EC said she was still sceptical of SH and NCC’s intentions. This was noted.</p> <p>MM said the next meeting of the steering group will take place on 29th October.</p>		
7	<p><u>Financial Matters/bank account</u></p> <p>AH reported that the new bank account was now in place. The funds of £595.04 were still in the old dormant account. The mandates had all been signed for MM and AH to be signatories and once this was implemented the funds could be retrieved from the closed account.</p> <p>ARMC had not received the £500 grant from NCC. CP had sent details of bank account and MM had signed the grant acceptance form. MM will contact NCC.</p> <p>Once the grant was received it would be used for marketing. It was agreed to have flyers printed and for personal contact to be made to all LD/MH providers. CP said she would be happy to undertake this task and if members were in agreement they could formulate a script. It was agreed this would be discussed at the next meeting once the funds had been received.</p>	MM	

	Discussion ensued as to whether members should be allowed to use the ARMC logo on their websites etc. It was agreed this would be beneficial to the Association but a criteria needs to be formulated.		
8	<p><u>Cost of Care – WAA</u> MM had contacted John Bacon who had asked for a specification before he commenced with the cost calculator work. MM had not done a specification to date.</p> <p>However, RC had discussed with Jane and Tom Shaw the cost calculator that they use for their organisation and they would be attending the Open Forum later to demonstrate it.</p> <p>MM said he had had a conversation with Craig Charmers, Head of social workers who felt that the Councils margins for providers of 3-5% was unrealistic and felt that 10-12% was a realistic figure. MM was not sure what influence he had with the council but would contact Craig to see if he would meet with ARMC representatives.</p>	MM	
9	<p><u>Sleep-ins</u> Awaiting outcome from Supreme Court.</p>		
10	<p><u>AOB</u> MT circulated newspaper article regarding mental capacity and the problems Providers face on deciding who has capacity. RD said there were major implications on this subject and NICE guidelines were very helpful. She felt that Health were ahead of the game and the local authority needs to address the problems that could arise.</p> <p>AH raised the issue of supported living frameworks and the implications on these services. BP said the margins are being squashed down even further and the sustainability of these services in the future was in question. This could be raised if a meeting can be arranged with NCC.</p>		
11	<p><u>Dates & Venues for future meetings</u> Dates and venues for 2019 meetings as follows:- January 16th – Marsham Arms, Felthorpe March 20th – George & Dragon, Thurton June 26th – Marsham Arms, Felthorpe October 16th – Independence Matters, Ipswich Road, Norwich.</p>		

NEXT MEETING
DATE: 16 th January
TIME: 10am
VENUE: The Marsham Arms, Felthorpe.

Signed.....

Date.....

Chairman