



MEETING

DATE/TIME OF MEETING:	16th January 2019
VENUE:	The Marsham Arms, Felthorpe
ATTENDEES:	Emma Cliffe, Rachael Dittrich), Bob Pritchard (Joint Chairman, chair for this meeting).
APOLOGIES:	Robina Clarke, Alison Holmes, Michael Millage (Joint Chairman), Bernadine Pritchett and Mark Talbot.
MINUTE TAKER:	Caroline Payne

ITEM NO.	KEY POINTS DISCUSSED / ACTION TO BE TAKEN	NAME	ACTION COMPLETION DATE
1	<p><u>Welcome by Chairman</u> BP welcomed everyone to the meeting. As there was not a quorum as per ARMC constitution, no decisions could be made. However, the meeting continued and ratification of the proceedings would be agreed at the following meeting.</p>		
2	<p><u>Apologies for absence</u> As above</p>		
3	<p><u>Minutes of previous meeting</u> The minutes of the meeting held on 24th October 2018 were agreed and confirmed as a correct record.</p>		
4	<p><u>Matters arising</u> From the previous meeting: - <i>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.</i></p> <p>MM had invited CR but he was not available to attend the Open Forum later that day. It was agreed to invite him to the AGM in March. Hopefully this would encourage Providers to attend. MM will be asked to invite CR.</p> <p>From previous meeting:- <i>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</i></p>	<p>MM</p> <p>AH</p>	

	<p><i>letter from the Management Council.</i></p> <p>As far as was known this letter had not been sent. Agreed to discuss at the next meeting.</p> <p>From previous meeting:- (11) <i>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.</i></p> <p>Bob had not had this discussion with Robina but would endeavour to do so as soon as possible.</p>	BP	
5	<p><u>Provider Frameworks</u></p> <p>Agreed to discuss at future meeting.</p>		
6	<p><u>Safeguarding/Training</u></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 will be invited to attend a future meeting to outline further the work of the Board. MM will invite JK.</p> <p>BP said that County Lines had been the topic of discussion at a recent meeting he had attended. BP said this was a serious issue in Norfolk with a pyramid of exploitation. BP will find out who the speaker was and invite them to speak at a future ARMC meeting.</p> <p>EC said that the ASSIST training was being delivered at Norwich Mind and she had enquired whether this training could be delivered on behalf of ARMC. Trainers are being recruited, this will be raised again in the future once trainers are in place.</p>	MM BP EC	
7	<p><u>ARMC & its Role/New Association</u></p> <p>As MM was not present, CP advised that all information and the survey for all Norfolk Providers had been circulated via various channels. The market connectors were also contacting Providers to encourage them to complete the survey.</p>		
8	<p><u>Financial Matters/bank account</u></p> <p>In AH absence CP reported that the purchase order had been received for the £500 grant from NCC. CP had raised the invoice.</p> <p>Discussion had taken place at the previous meeting around producing a flyer. CP would seek a quote in readiness for the meeting in March.</p>	CP	
9	<p><u>Cost of Care – WAA</u></p> <p>Nothing to report. However, whilst the meeting was in progress, an email from Steve Holland, NCC was received pertaining to cost of care and consultation. It was agreed that all Providers should be encouraged to participate in the consultation process. CP will circulate.</p> <p>MM had emailed to say 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 had invited Craig to an ARMC meeting. CC would be happy to attend and will be invited to the next Management</p>	CP	

	Council meeting on 20 th March.	MM/CP	
10	Sleep-ins – No new information at the moment. Providers should be paying as if working hours.		
11	AOB Nothing		
11	Dates & Venues for future meetings Dates and venues for 2019 meetings as follows:- March 20 th – George & Dragon, Thurton June 26 th – Marsham Arms, Felthorpe October 16 th – Independence Matters, Ipswich Road, Norwich.		

NEXT MEETING
DATE: 20 th March 2019
TIME: 10am
VENUE: The George & Dragon, Thurton.

Signed.....

Date.....

Chairman