



MEETING

DATE/TIME OF MEETING:	20th March 2019
VENUE:	The George & Dragon PH, Thurton.
ATTENDEES:	Robina Clarke, Emma Cliffe, Rachael Dittrich, Alison Holmes, Michael Millage, (Joint Chairman, chair for this meeting) and Mark Talbot.
APOLOGIES:	Bob Pritchard and Bernadine Pritchett
MINUTE TAKER:	Caroline Payne

ITEM NO.	KEY POINTS DISCUSSED / ACTION TO BE TAKEN	NAME	ACTION COMPLETION DATE
1	<p><u>Welcome by Chairman</u> MM welcomed everyone to the 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 16th January 2019 were agreed and confirmed as a correct record. As there had not been a quorum at the previous meeting, some items had been carried forward to this meeting.</p>		
4	<p><u>Matters arising</u> MM had invited Clive Rene but he was unable to commit to attending a meeting at the moment.</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 letter from the Management Council. As far as was known this letter had not been sent. Agreed to discuss at the next meeting.</i></p> <p>AH had not sent a letter as Sera Hall was off on long term leave. It was therefore agreed to wait until a replacement was undertaking the role before an approach be made.</p> <p>From previous meeting: - <i>As Robina was not present at the meeting it was agreed Bob would discuss with her the request for him to join the</i></p>	AH	

	<p><i>NIC Board.</i></p> <p>Bob had not had this discussion with Robina– As Bob was not at this meeting, Robina agreed to raise again at the NIC meeting.</p>	RC	
5	<p><u>Provider Frameworks</u></p> <p>Agreed to wait for new appointment to the role in Commissioning, NCC, before being raised.</p>		
6	<p><u>Safeguarding/Training</u></p> <p>MM and BP had attended recent Safeguarding meetings. MM would ask for CP to be copied in on lists of dates so that these could be circulated well in advance to enable other members to attend.</p> <p>EC said that the ASSIST training was being delivered at Norwich Mind and she had again enquired whether this training could be delivered on behalf of ARMC. Trainers are only just being recruited, this will be raised again in the future once trainers are in place.</p>	MM EC	
7	<p><u>ARMC & its Role/New Association</u></p> <p>MM reported that at the recent meeting of the new Care Association Executive Board the UEA had been asked to re-assess some of the data collected from the recent survey. 154 Providers had completed the survey. RC said the process had gone very well and Dr. Fiona Denny is doing a very good job leading the project and had done so impartially.</p> <p>MM said the next meeting was scheduled for 17th April and decisions need to be made as to who and how the outcomes could be delivered.</p> <p>MM said he would like CP to be retained within the new Association. It was agreed to lobby the new Board once appointed</p>		
8	<p><u>Financial Matters/bank account</u></p> <p>AH reported that the £500 had now been received from NCC. All the necessary actions had been taken for the new Bank Account and the next step was from the funds from the dormant bank account to be transferred.</p> <p>At the previous meeting it had been agreed that CP should seek quotes to produce a flyer. CP outlined the costs involved. After discussion it was agreed to defer the printing of a flyer due to imminent changes with the new Care Association. Instead it was agreed to try and raise the profile of ARMC by hosting an Event with key speakers/guests. MM agreed to talk to James Bullion with the view to having a commissioner present to talk about commissioning in Day Services. MM would also ask James Bullion to attend too.</p> <p>Once this had been confirmed CP would contact Providers and promote the Event.</p>	MM	
9	<p><u>Cost of Care – WAA</u></p> <p>RC said that Jane and Tom Shaw had demonstrated their cost calculator to NCC representatives but did not know the outcome. RC, MM and BP have been invited to a meeting with Steve Holland and Maureen Begley to discuss cost of care for WAA. They will report on the meeting.</p>		

10	Sleep-ins – No new information at the moment. As previously advised, Providers should be paying as if working hours.		
11	<p>AOB</p> <p>RC reported that NCC were using PAMMS as their quality assessment tool. It was felt that this was a duplication of the regulatory quality assessment by CQC. Also, the outcomes sometimes differed from CQC's inspection rate. It was agreed to write to NCC and ask for the full criteria prior to audit/inspection. It was also agreed to ask if NCC could offer training to Providers prior to their PAMMS audit.</p> <p>An invitation to a future meeting would be issued where a QA session could take place.</p> <p>CP to draft letter and circulate for agreement before sending.</p> <p>RC raised the issue of problems in Day Care Services and that these services are being reduced significantly. RC suggested that the private sector could offer these services more cost effectively and suggested that Providers get together to provide services. MM said he had set up a registered charity and could possibly trial an area. It was agreed this could be discussed in the future.</p> <p>MM suggested that Bob Pritchard as joint Chair should attend H&SCCF meetings. All agreed. CP will inform Claire Lowe and ask for BP to be added to circulation list.</p>	CP	
11	<p>Dates & Venues for future meetings</p> <p>Dates and venues for 2019 meetings as follows:- June 26th – Marsham Arms, Felthorpe October 16th – Independence Matters, Ipswich Road, Norwich.</p> <p>CP reported that the Marsham Arms had increased their rental fee to £60 for the full day hire. This is discounted by £40. All agreed the charge was acceptable.</p>		

NEXT MEETING
DATE: 26 th June 2019
TIME: 10am
VENUE: Marsham Arms, Felthorpe.

Signed.....

Date.....

Chairman