



MEETING

DATE/TIME OF MEETING:	13th November 2019
VENUE:	Marsham Arms, Hevingham.
ATTENDEES:	Michael Millage, (Joint Chairman, Chair for this meeting) Bob Pritchard and Mark Talbot.
APOLOGIES:	Emma Cliffe and Rachael Dittrich
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> As above		
3	<u>Resignation of Bernadine Pritchett</u> BP had tendered her resignation but would continue to support ARMC as much as she possibly could. Thanks for all her support were recorded.		
4	<u>Minutes of previous meeting</u> The minutes of the meeting held on 3 rd September 2019 were agreed and confirmed as a correct record.		
5	<u>Matters arising</u> (7) Agreed to invite Tim Weller to next meeting. (8) Safeguarding Training is on NSAB website (12) NCC had informed Providers		
6	<u>H&SCCF meetings -</u> MM reported at the recent Norfolk Care Association interim board meeting, it was agreed to change the model, and that the interim board will now represent providers and raise any issues with NCC through that meeting instead. This will be monitored.		
7	<u>Provider Frameworks</u> Nothing to report.		
8	<u>PAMMS</u> It was agreed to invite Tim Weller to the next meeting where any issues could be raised and also ask what NCC do with the information they collect.	CP	
9	<u>Safeguarding/Training</u>		

	MM reported that Positive Behaviour training had been delivered via the CCG and it may be possible that Providers can access this training. MM will find detail and send out.	MM	
10	<p><u>ARMC & its Role/New Association</u></p> <p>MM reported that a mechanism will be put in place as soon as possible to appoint the CEO. The CEO will then be responsible for appointing his/her own admin staff. MM said there was a possibility of hiring a room no longer required by N&SCS at Voluntary Norfolk. The offices are based in Colgate, Norwich.</p> <p>Discussion ensued as to what qualities the Management Council felt were necessary for the new CEO. These are outlined as follows:</p> <ul style="list-style-type: none"> • Some form of experience in the Care sector • Able to demonstrate the ability of running an organisation at senior level and development of that organisation in a substantial manner • Good skills – communication skills specifically at all levels • Able to understand complex issues and delivery in an understandable/professional way • Constructive delivery of important issues • Inspire confidence to the market • Ability to start/sustain complex networks • Understand Local Authority and Health Boards • Ability to connect with all levels of organisations • Experience of strategic planning <p>This list will be circulated to the remaining members for comment and MM will then take back to the Interim Board.</p> <p>MM had produced a flow chart (attached) of the proposed structure of the new Norfolk Care Association.</p>	CP	
	<p><u>Financial Matters/bank account</u></p> <p>MM had received his PIN number for the account so things were progressing.</p>		
12	<p><u>Cost of Care – WAA</u></p> <p>MM said he had spoken to Anjum but it was difficult to come up with a model.</p> <p>MT suggested consulting a local Accountant and agreed to contact his Accountant Aston Shaw to ascertain if they could suggest a suitable model.</p>	MT	
13	<p><u>AOB</u></p> <p>No AOB</p>		
11	<p><u>Dates & Venues for future meetings</u></p> <p>Dates and venues for 2019 meetings as follows:- 22nd January 2020 – Marsham Arms – Hevingham.</p>		

NEXT MEETING
DATE: 22 nd January 2020
TIME: 10am
VENUE: Marsham Arms, Felthorpe.

Signed.....

Date.....

Chairman