

Confidential Minutes

Meeting Title: Business Development Sub Committee

Date:	31 st January 2018	Time:	11 a.m.
Attending:	Heather Brewster, Melanie Fordham, Carol Gaskarth (Chair), Bee Davidson, Carol Briggs, Claire Todd, Sandra Roberts		
Apologies:	Angela Dinsdale, Nigel Brough		

Agenda No.	Notes/Actions	Lead
1	<p>Apologies for absence As noted above.</p>	
2	<p>Vlog – Options Carol advised that a vlog will be presented at each meeting. Members agreed that they are informative.</p> <p>Melanie asked for a short summary of the vlog project to be provided – a snapshot on funding, end date etc. Action:</p>	CG
3	<p>Minutes of the meeting held 25th October 2017 The minutes of the previous meeting were reviewed for accuracy and matters arising (except where covered in item 4). All actions complete except where noted.</p> <p>Together 21 (T21) – A paper had been prepared for the Board meeting on 30th October but was considered on 9th November due to the agenda running over. Approval was given to support the project for 15 months with a part time Development Worker from April for 1 year. Melanie asked if there were any current bids for funding for T21. Carol advised that the only current bid is to Tesco's Bags of Help Scheme. This is a token vote by Tesco customers with the project with the highest number of votes receiving £4,000, second place £2,000 and third place £1,000. We are not currently looking at bids to larger funding pots until the Development Worker is in post. Evidence of activity will be needed and by April we will be able to do some benchmarking on progress. We have not historically looked at learning profiles and how children are developing and this is on Alicia's action plan. It was queried whether comparisons of the baseline information gathered between now and April and similar children who do not have the same opportunities would be possible. Carol advised that this would be very difficult to do because of the differing needs of different children, although anecdotal information is received from schools. Melanie asked if there was any update on ECCDS – Carol advised that there was not, they were still going through the liquidation process. Carol B asked if children with special needs receive any government funding</p>	

	<p>for places similar to the funding for nursery places that is provided. Carol explained that the nursery provision is not available to children under 2 years old. Children with special needs are offered nursery places but this is to provide respite care for parents rather than the education support that T21 provides.</p> <p>Social Prescribing – Carol confirmed that an exit plan is still being worked on. Meetings are in place with commissioners on how to support clients into other things. The national social prescribing pot has also been investigated but we cannot get the national support for the sustainability element that this requires. Dan Fletcher is still at risk of redundancy and we are going through the consultation process with him.</p> <p>The minutes were approved as a true record of the meeting.</p>	
4	<p>Matters Arising</p> <p>a. Community Computer Suite</p> <p>The application to GAMP for funding was successful and £8345 received. A 'pop up' community suite is planned, rather than taking one of our rooms out of action completely. Lynsey Todd is looking at the schedule for when the Ritson Room is not in use and can be taken out of the room hire diary and used as a computer suite. Mobile technology will be procured, as per our original plan, and this can still be in situ in the room. The computer suite will be appropriately advertised. Melanie asked if there would be any impact on Room Hire in using Ritson Room. Carol felt that there should be a positive impact as it will fill the gaps where the room is not being used. Bee asked if there would need to be someone available when the room is in use to deal with any issues. Carol advised that PCP caretakers will be trained and there will also be volunteers available. The suite will be for the community to use as well as some scheduled sessions. 9 laptops and 9 iPads will be available, with one printer.</p> <p>b. Music Therapy</p> <p>Carol reported that there has been no progress but is keen to keep this on the agenda. We are still in liaison with the music therapist and have now visited the Alan Shearer Centre which has more in terms of sensory arrangements. Music Therapy is quite expensive to run and finding funding will be a challenge. Carol B asked if anything would be available from MacMillan or Marie Curie. Carol acknowledged that it may be worth looking into this as they did fund in the past. Action:</p> <p>c. Stockton 0-19 Wellbeing Service</p> <p>PCP was unsuccessful with this bid which was in partnership with Stockton District CAB. Melanie asked what the problem was with the bid. Carol advised that this was part of a 3 lot proposal. PCP and CAB only bid for lot 3 and the tender was awarded to the organisation that tendered for all 3 lots. There was little feedback but it did indicate this was the case. Carol will</p>	CG

	<p>advise when the successful tenderer is known. Action:</p> <p>d. GDPR Board and SMT training session GDPR comes into force on 25th May. There is a lot of work being done behind the scenes by the Information Governance group to make sure that we meet the new regulations. It would be beneficial to have a development session for SMT and Board on what is being done and what GDPR means to us as an organisation. Action: Claire and Kath to look at dates.</p>	CG CT/KF
5	<p>Recruitment Update Alicia Clovis Mothalib, Bid Writer & Fundraising Lead, will start with PCP on 26th February. She will be working 3 days per week, Monday, Wednesday and Friday. An action plan has been developed for Alicia but Carol felt that she may struggle to do what needs to be done in 3 days per week, however it has always been felt that this post may need to be reviewed. Alicia is currently working for the Children's Trust in Newcastle covering a maternity leave post. Sandra Roberts will work directly with Alicia and 2 Business Support Officers have now been appointed who will work directly with Sandra on bid writing and fundraising but also have links with the Executive Team: Business & Customer Support – James Hall, who currently works at a school in Darlington. Business & Project Support –Nicola Spencer Action: Circulate latest organisation chart, including staff names</p>	CG
6	<p>Business Development Update</p> <p>a. Sunderland Workplace Health (see presentation) PCP has been successful in winning this contract which is similar to the Durham Workplace Health contract. In Sunderland, commissioners are trying to align with the Live Life Well service which is equivalent to Health & Wellbeing. The current provider is Amicus and we are attempting to discover where they are in delivering services. We will deliver a mixed model of training, working with delivery sub-contractors and spot purchasing from the most appropriate providers. Nigel Brough and Toni McHale are currently mobilising this contract and the start date is 1st February.</p> <p>b. Cancer Awareness Service DCC Start date 1st February DCC had projected that by 2020 there would be 15,000 people living with cancer, however the trends had to be reviewed and the figure is now anticipated to be 28,000. This is partly because treatment has improved and people are more likely to survive, and partly because female cancer rates are on the increase, not in line with national rates. Male cancer rates are on a downward slope, in line with national rates. There are approximately 3,000 new cases annually, and this is anticipated to rise if there is an increase in screening programmes. There is no particular difference between North Durham and DDES,</p>	 Presenta sunderland c

	<p>with similar numbers in both areas. The picture is not very good in terms of County Durham.</p> <p>PCP will employ 2 members of staff to increase uptake of screening programmes and promote the cancer promotion campaigns. The posts are both 35 hours per week and the contract is a pilot programme. Regional pilot programmes are taking place across the country. The budget is £78k for 14 months on the basis that we will not be able to recruit into the posts until March. Some organisations operating pilots are able to provide 2 full time posts for £56k but we do not think this is possible and have asked for an analysis of the calibre and qualifications of those staff and what they are being paid. We have a draft job description in place which requires a qualification to Level 2 in cancer awareness.</p> <p>We will be starting to move into recruitment but are purposely not doing anything with this at the moment until we are more aware of what is happening with the Wellbeing for Life (WBFL) service as there may be some people in that service who would be interested in the posts.</p> <p>A lot of the work will involve going into places where people already meet and talking to them on a 1:1 or small group basis about tapping into existing networks in the main, and expanding on these.</p> <p>There is some discussion in terms of how PCP was commissioned to deliver this contract. The tender was put out on the portal but only to PCP and the Foundation Trust (FT) have put in a complaint on how it was awarded.</p> <p>There were no questions/discussions on the business development update.</p>	
7	<p>Funding & Development Update Report</p> <p>The overview section of the report provides information on applications submitted, outcome, successful and unsuccessful. The forecast funding position is based on being successful with Workplace Health, the Engagement Team and WBFL. The comparison with 2016-17 shows an increase in the number of applications and core income will be in a healthier position if we are successful with our applications.</p> <p>In terms of the income 2017-1 figure of £1,000,692, Carol explained that when we look at the Core overhead it is significantly reduced in terms of what we are able to put in. WBFL is lucrative in one respect and very good for PCP's reputation but the management fee for that contract is only 10.2% as this is the maximum we can obtain. It is getting harder and harder to build in infrastructure costs to tenders and we need to make sure that the overheads we are achieving are over 15%. When our new financial management regime is in place we need to do some modelling around what is required.</p> <p>Claire felt that we may need to be more selective in the type of funding that we bid for in order to achieve Core income. At the moment the 2017-18</p>	

	<p>secured figure is less than the end figure for 2016-1 but we do not expect this will not increase.</p> <p>There were no questions/discussions on the update report.</p>	
8	<p>Current Opportunities</p> <p>a. Wellbeing for Life (see presentation)</p> <p>The WBFL tender has been submitted and the attached presentation was given to the staff team today. The tender involves PCP and the FT, the other 3 partners we currently work with on WBFL have not tendered. These are:</p> <ul style="list-style-type: none"> • DCC Culture & Sport • Durham Community Action • Leisure Works Trust (merging with Durham Community Action) <p>We are expecting that there will be a number of competitive bids for this contract and the outcome will be given on 8th February. Standstill period will be to 20th February.</p> <p>The original model was WBFL and Targeted Health Trainers, with PCP delivered Targeted, the new model is as shown in the presentation. Previously the FT managed WBFL and their manager was Julie Form. Lynsey Todd, Jane Buckton and Donna McDermott managed Targeted for PCP. In the new model there will be one manager across the county and the split between ourselves and the FT is 70% FT, 30% PCP. This is an increase in the current headcount in terms of staff. There will be a move from hub co-ordinators to an area focus and staff teams will be peripatetic with bases in communities. GRT will be included in the new service.</p> <p>We are currently in the process of moving staff back from Meadowfield and have given up our lease on Victoria House and two of the offices in Whitfield House. Healthwatch Durham will remain at Meadowfield but other staff will come back to the Centre and move into the existing Options room. Options will move into the existing FT WBFL hub room. Our staff are aware that this will happen.</p> <p>There will be area co-ordinators and fundamentally PCP will look after S.W. Durham. There has previously been competition for clients between WBFL and Targeted and this will stop. PCP will manage one of the WBFL area co-ordinators – in PCP staffing titles this would be a Project Lead and will be Fiona Mawson. We have been keen that PCP has staff in all of the various areas of the structure.</p> <p>In terms of IT, PCP staff will work on our systems, FT staff will work on theirs.</p> <p>Irrespective of who wins the contract, we will need to go through a process with our staff teams and a meeting has been arranged for the end of this week with FT and PCP HR leads to work out what the</p>	 WBFL presentation

	<p>organisational change review process is. The consultation meeting with staff this morning where the presentation was delivered included Leisureworks staff.</p> <p>TUPE arrangements for this contract involve 5 different organisations.</p> <p>b. Engagement Team</p> <p>This is a team of 3 people, all of whom have learning or physical disabilities and who provide support and delivery of events for DCC. DCC have put this team at risk as part of austerity measures and are looking to transfer them to PCP to try and sustain the team and provide more meaningful employment. At the moment the team delivers Fulfilling Lives events and also support the Easy Read campaign. The team should be converting all DCC documents into Easy Read and should potentially be supporting statutory partners like CCG to provide Easy Read.</p> <p>The 3 team individuals all have different needs in terms of their disabilities and sensory requirements and are all part time. One team member has a support worker. The team would need some support and management from PCP and we are looking to transfer them to us from 1st April. We have gone through due diligence, received employee liability information and met with the team. A further meeting was arranged for 30 January but the team have asked that this be re-arranged for end of February.</p> <p>The team would be employed by PCP but because of conditions and the fact that they are fairly long term employees, DCC will hold their redundancy costs.</p> <p>c. NHS Community Contract</p> <p>This is a contract for all community services across Durham and Darlington, working with the FT around their potential bid. They are now through the Pre-Qualification Questionnaires (PQQ) and questioning process and at the invitation to tender process. The tender needs to be in by end of February and we are working with them on the voluntary sector possibilities.</p> <p>Action: value of contract to be communicated to group members.</p>	CG
9	<p>Any Other Business</p> <p>a. Sub Committee Membership</p> <p>SMT had a first induction meeting and looked at their sub group membership. Membership of Business Development has been amended to include Nigel Brough and Lynsey Todd. Alicia Clovis-Mothalib (Bid Writer & Fundraising Lead) and Joanne Davies (Finance Office) will also attend. Claire Todd and Lindsay Sheridan will not attend future meetings as a matter of course. They will be invited to attend when required. Angela Dinsdale will also move to Business Development from Clinical Governance.</p> <p>Claire advised that PCP has been approached by the Town Council and Youth Council to organise a 5K town Colour Run. We would take the lead</p>	

	<p>role and are in discussion with Greenfield School to use their site for the run. The run will be in partnership with the Autism Society who have experience of these events. The potential date is Saturday 21st July and target numbers are around 250. Funding generated from sponsorship would be allocated 50:50 to the Autism Society and T21. An update will be provided at the next meeting. Action: CG</p>	
	<p>Future meeting dates</p> <p>Wednesday 2nd May 2018 Wednesday 1st August 2018 Wednesday 31st October 2018 Wednesday 4th February 2019</p> <p>All meetings 11 a.m. – 1 p.m.</p>	