



Date of meeting	26 August 2008
Title of paper	Dates, format and procedures for future LINK meetings
Agenda item no	7
Paper number	L
Context	This paper reflects the Governance policies agreed by the IE and lays out proposals for IE meetings held in public, dates for future IE meetings, the second Public LINK meeting and a one day training event for IE members.
Paper prepared by	WCA and MAC.
Action required	For decision and approval

## **Dates, format and procedures for future LINK meetings**

At the July meeting the Interim Executive agreed detailed procedures for their meetings – see Governance papers.

### **IE meetings held in public**

The IE agreed that from the 22 September meeting onwards, IE meetings will be open to Wandsworth LINK members.

The IE did not specifically say that interested members of the public would also be welcome at meetings but this would be in the spirit of openness.

The IE also needs to agree when non IE members will be given an opportunity to speak. IE discussion suggested that there might be some “open space” for questions and views at the beginning of the meeting and perhaps at the end as well. However with only two hours for the complete meeting, the IE will be under pressure to complete its busy agendas.

It has already been agreed that all Wandsworth LINK members will receive the agenda for IE meetings at least one week in advance. This mailing can invite people to attend and explain when they will be able to contribute to the meeting. They can be asked to notify the Chair or the Host in advance of any specific issues or questions they wish to raise. Agendas and full papers will be posted on the LINK website.

The following format is suggested:

From 17.30	Informal discussion and refreshments for IE members and non members over before formal meeting begins.
18.00	Formal IE agenda

- 19.30 Questions from non IE members arising from the agenda.
- 20.00 Meeting ends

Some questions from non IE members may be better followed up outside the meeting and the Chair can ask individual IE members or the Host to undertake follow up action.

### **Dates of future IE meetings**

The IE has agreed to next meet on 22 September 2008 and thereafter on a monthly basis. IE members expressed a preference for holding meetings at a regular time each month. The August meeting is on a Tuesday because the preceding day is a bank holiday.

It is therefore suggested that the next IE meetings be held on the following dates with these key items of business:

#### Monday 22 September

- Approval of work programme for rest of 2008 including "quick wins" and active involvement of LINK members beyond the IE membership.
- Communication and promotion – discussion of plan to reach, maintain contact with and encourage participation in LINK from widest possible cross section of Wandsworth residents and to ensure LINK is represented on appropriate local groups and committees.
- Initial plans for second public meeting
- Procedures for nomination and election of full Executive

#### Monday 20 October

- Policy on "enter and view" inc CRB checks
- Approval of communication and promotion plan
- Final plans for second public meeting

Monday 17 November

- Preparation for public meeting:  
progress report  
proposals for work programme for 2009  
proposals for extending the membership and work of LINK

Monday 15 December – IE meeting OR public meeting.

### **Public Meeting**

There is a public expectation that the second public meeting of Wandsworth LINK will be held in December and the IE need to decide whether they are having both an IE meeting and a public meeting in that month or if the public meeting needs to be held in January (?Monday 19 January 2009).

In making this decision, the IE will need to be sure that it can be ready to present a progress report to the public meeting on what has been achieved so far by the IE and the Host. The IE will also have had to plan the nomination and election procedure for the full Executive. And it will also need to be ready with proposals for a work programme for 2009.

### **Training and Development for IE members**

In addition to formal business meetings, it is suggested that IE members will want some orientation and development about health and social care services and issues in Wandsworth. Both the Council and the PCT are keen to brief the LINK on local needs and circumstances.

It is suggested that the Host organise a training day for IE members in September or October with input from the Council, Social Services, the PCT, St. George's Hospital Trust and the Mental Health Trust. The date of this event will depend on the availability of IE members and those people making an input to the day.