

## **WANDSWORTH LINK RESOURCES & GOVERNANCE SUB GROUP**

Minutes of the meeting of the Resources & Governance Sub Group (R&G Group) which took place at 2 pm on Thursday 6 November 2008 in the ground floor meeting room of the WCA office building, Bedford House, 215 Balham High Road, SW17.

Points to be referred to the IE meeting on 17 November are highlighted.

### **Members of R&G Group:**

**Barbara Willerton** (in the Chair) - also on Chairs' Group and Primary H&SC Group

**Del Hosain** – also Secondary H&SC

**Kurt Schwarz** – also Secondary H&SC

**Stefan Kuchar** – Chair of IE and ex officio member of all Groups

**Val Moore** – MAC representing the Host and providing administrative support and policy resource

### **1. Attendance**

All members were present and Stefan Kuchar sent his apologies as an ex officio member.

### **2. Note of last meeting 15 October**

Agreed as presented to IE meeting on 20 October

### **3. Matters arising**

It was agreed that feedback from the October IE meeting would be taken under each item of the agenda.

### **4. Membership, meeting frequency and papers**

4.1. Noted that the IE agreed that Stefan Kuchar should be ex officio member of all groups and that the R&G Group could co-opt other IE or ordinary LINK members on to the Group as and when it felt specific skills and experience was needed. It was noted that this particularly included service users.

4.2. With regard to frequency of meetings, the IE confirmed that sub groups should try and meet between the monthly IE meetings however once the full Executive Committee was elected in January 2009, the IE recommended those meetings should be every other month and sub groups could meet in the intervening month.

4.3. With regard to papers, the IE felt all sub group papers should be available to IE members and usually also to LINK members through the website. However for the time being, it was recognised that there might not be enough time for this to happen in advance of group meetings.

### **5. Terms of reference for R&G group**

5.1. It was noted that the IE agreed to take back the following responsibilities from the R&G group:

- Oversight of use of IT and data protection matters
- Oversight of LINK reporting to Secretary of state and other regulators as laid down by statute for LINKs and in line with best practice for public bodies.

5.2. IE agreed that IT should be a host responsibility with R&G only being involved in issue of cost.

5.3. IE agreed that all LINK reporting should be the responsibility of the full IE or delegated to the Chairs' Group if matters were urgent.

## 6. Resources

6.1. It was noted that the October IE asked the Host for an up to date report on financial resources for the November IE meeting and for the R&G group meeting. The report should include information about the overall funding of LINK as well as data on spending against specific Host and LINK disbursement budgets. The IE also asked the Host for a report for the November IE meeting and the R&G Group meeting about the WCA Host role and the role of staff/consultants in relation to LINK.

6.2. Jason Edgington provided the paper as requested and the R & G sub group considered it. The R&G Group noted Jason's paper on Resources and felt this went a long way to explaining the funding position of LINK in Wandsworth. The R&G did however still have some outstanding questions.

6.3. With regard to the total funds available, it was noted that the total of £280,000 pa was made up of £167,000 from the DofH and £67,000 from the PCT with the balance coming from the Council, which according to the figures in Jason's paper was £44,000. However it was noted that in a paper to the Adult Services OSC in January 08 the total from the Council to LINK was quoted as being £64,000. R&G wanted to know how this variation arose and which is the accurate figure.

6.4. The R&G assumed that the total funding from the DofH was for LINK but asked what proportion of the funding from the Council and from the WPCT was specifically for LINK work and what was for existing WCA work.

6.5. The R&G asked for a breakdown of the financial resources in general terms. It was noted that the breakdown of budget headings such as rent and other overheads can be estimated on the basis of the proportional split of the overall funding.

6.6. The R&G were grateful for the details Jason has provided about the WCA staff team however they would also like a breakdown albeit in general terms of the proportion of staff time allocated to direct LINK work and the proportion spent on existing WCA work.

6.7. The R&G Group were concerned to know if there had been any agreement about the position with regard to carrying forward any unspent element of the funding as this might be the case in year one due to the gradual build up of activity. R&G asked if the Host would look into this with regard to funding from the Council, from the DofH and from the WPCT.

6.8. The R&G Group also asked to know if there had been any agreement about on going levels of funding for the second and third years of the LINK contract and also if inflation was taken into account. The R&G Group were particularly concerned to read in the OSC paper for January 08 that the funding from the Council was only agreed for one year.

6.9. Whilst it was hoped that Jason might be able to provide answers to some of these questions at the IE meeting in November it was recognised that some answers would take longer as they were more complex and some questions might need to be addressed to third parties. R&G were aware that questions about funding were being asked by LINK members and would be asked at the public meeting in December.

6.10. On a separate funding issue, the R&G considered the request from Suzanna Kawalek, Chairman of the LINK Secondary H&SC Group and also Chairman of the continuing St. George's Patient Forum for £200 from LINK funds for stationery, printing, etc of reports about their work which would be of use to the Secondary Care Group and also for printing flyers to attract new members to the St. George's Patient Forum. The R&G agreed that LINK co-operation with existing groups was essential for the effective operation of LINK as a network of networks. R&G could envisage circumstances where LINK might fund joint activity by LINK and another group or commission a particular piece of work from another group. However R&G did not recommend that LINK gave money to other groups to further their activities or to develop their membership. With regard to funding for the St. George's Group, R&G wondered if the Trust might be prepared to provide support.

6.11. It was agreed that the view of R&G should be passed on to the IE at its November meeting and that as Chair of the Secondary H&SC Group, Suzanna Kawalek should be informed of the R&G's view in advance of that meeting.

## **7. Reimbursement of expenses, reward and recognition**

7.1. It was noted that the IE endorsed existing policy on expenses. R&G re confirmed yet again that it is LINK policy to only reimburse expenses to IE members or LINK members who are acting directly on behalf of the IE.

7.2. The IE asked the Host to look into Council, DofH and PCT policy and practice with regard to paying lay people who contribute their expertise to LINK and report to the R&G with a view to the IE or the full Executive making a policy decision.

7.3. Jason Edgington provided a paper giving background information about the Council's policy on this matter which the R&G Group read with interest.

7.4. R&G support the position that lay people's time should be valued and their time recompensed. R&G felt that in the future the Exec should consider developing a policy for payment to Exec members and LINK members under taking work for the Executive in line with the policy of the Council, the PCT & Mental Health Trust. The policy should have very clear procedures for payment with agreement in advance about the work to be done and the actual payment to be made. The policy should also include an option for people to refuse payment if it did not suit their personal circumstances.

7.5. R&G recommend the Executive take into account the outcome of a Working Group on this issue which includes Wandsworth Adult Services, the PCT and Mental Health Trust and meets on 2 December 2008.

## **8. Governance**

### **8.1. Code of conduct**

8.1.1. It was noted that the IE had accepted Andrew Craig's paper and agreed the LINK Code of Conduct was a compilation of existing policies on declaration of interests, attendance at meetings, standing orders and recognition and reward plus the Nolan seven principles of public life and, eventually when agreed, the policy for "enter and view".

8.1.2. R&G noted that Simonne is bringing together a paper version of the policy with a wrap around all the existing elements of the full Code of conduct. This version will be put on the LINK website to replace the separate sections which appear in different places as separate IE papers.

### **8.2. Enter & View procedures (NB this should not be called inspection)**

8.2.1. It was noted that the IE accepted Andrew Craig's paper and asked him to draw up an outline of all aspects of the "enter and view" policy and procedures for the November IE meeting in order that details could subsequently be developed for approval by the IE or the full Executive Committee. It was noted the outline should be reported to the LINK public meeting in December.

8.2.2. R&G noted that although not available for their meeting, this paper would be ready for the IE meeting in November.

### **8.3. IE meetings in public – procedures and usual practice**

8.3.1. It was noted that the IE endorsed all R& G recommendations and existing policy.

## **8.4. Public meetings**

8.4.1. It was noted that the IE endorsed all general R&G recommendations and existing policy and confirmed the dates of the forthcoming public meetings as 15 December 2008 and 19 January 2009.

8.4.2. It was noted that the Host and the Communications & Participation Group would be dealing with publicity and promotion of the following meetings:

8.4.3. R&G Group are keen to know the costs involved in publicity as it is their responsibility to keep a track.

### **9. Public Meeting 15 December 2008**

With regard to the public meeting on 15 December, when there would be a report back to LINK members on what IE has done so far and proposals for future LINK work, the R&G Group asked Val Moore to draft the R&G elements of this report for Barbara and then to circulate to R&G in time for comment before it was published.

### **10. Public Meeting 19 January 2009**

10.1. With regard to the 19 January public meeting for the Election of full Executive Committee, it was noted that the IE had not been able to finalise the nomination and election procedures as papers had not been circulated to the full IE. These papers had been circulated subsequently to the IE and to the full LINK membership asking for comments within 14 days.

10.2. The R&G discussed a paper prepared by Val Moore which analysed the responses to the proposed nomination and election procedure. R&G agreed its recommendation to the IE on all points and these would form a paper to the IE meeting on 17 November. IE paper to form part of minutes of this meeting.

## **11. LINK work programme and disbursement budget**

R&G was not presented with any proposals from other Sub Groups that had financial implications and so no action was taken.

## **12. Date of next R&G meeting**

It was agreed that the next meeting of the R&G group would be at 2pm to 4 pm Monday 1 December

**Meeting to end at 4.30 pm**