

**LINK Executive Committee meeting  
Monday 20<sup>th</sup> April 2009**

<b>Sub group</b>	Resources and Governance
<b>Date of sub group meeting</b>	12 <sup>th</sup> March 09
<b>Paper number</b>	B3
<b>Summary/ Recommendations</b> <i>(as taken from sub group minutes)</i>	<p>As taken from sub group minutes -</p> <p><i>Item 4</i> Expenses and Reward – committee report on this agenda</p> <p><i>Item 5</i> Election procedures – agree timescales</p> <p><i>Item 6</i> Annual Report (2008/9) – report for last year being produced by Director</p>
<b>Paper prepared by sub group Chair</b>	Host

**Resources & Governance (R&G) sub group meeting  
12<sup>th</sup> March 2009  
Bedford House, Balham High Road, SW17**

**Present:**

Roger Appleton (Joint Chair)

**In attendance:**

Jeremy Ambache

Jason Edgington

**Host:**

Simonne Reid

No'	Agenda item	Action
1.	<p><b>Welcomes &amp; Apologies</b> The Chair welcomed those present advising that apologies had been received from Barbara Willerton (Joint Chair).</p>	
2.	<p><b>Minutes of last Resources &amp; Governance (R&amp;G) sub group meeting 12 January 2009</b> The minutes from the last R&amp;G sub group of the Interim Executive were acknowledged and accepted for information.</p>	
3.	<p><b>Matters arising</b> Page 1, item 2.1 – it was confirmed that the £5k-£7k agreed budget for the Communication &amp; Participation (C&amp;P) sub group was expenditure mainly allocated for the two public meetings in December 2008 and January 2009.</p> <p>Page 1, item 4.1 – Jason Edgington advised that he had discussed funding breakdown with Barbara Willerton who had raised a query regarding an unaccounted for amount of £20k referred to in the Overview &amp; Scrutiny Committee (OSC) papers. This issue would be re-visited once the relevant papers had been sought.</p> <p>The R&amp;G sub group were further advised that a proportion of the grant received by Wandsworth Care Alliance (WCA) was both controlled by WCA and the LINKs i.e. disbursement budget. The R&amp;G sub group felt that more clarity was required on what was available to the LINKs, mainly around the amount</p>	

	<p>of resources i.e. staff.</p> <p>A breakdown of resources and proportion of availability was requested, which would help simplify procedures. Host to action.</p> <p>It was agreed that as an agenda item for the next R&amp;G meeting the specifics of resources available i.e. key people, key tasks, time etc. would be covered. Jason Edgington and Simonne Reid to compile detail.</p> <p>Discussions took place around service user involvement and how important their input was. However, concern was raised regarding the potential of some WCA groups being branded as LINks projects. Assurance was provided that WCA would endeavor to keep things clear and unbranded.</p>	<p><b>HOST</b></p> <p><b>JE/SR</b></p>
<p><b>4.</b></p>	<p><b>Disbursement budget/financial statement</b></p> <p>Jason Edgington provided an overview of the disbursement budget, which had a current spend of £25,979.57 and £8,191.87 committed but not yet spent.</p> <p>Queries were raised in relation to any underspend of monies and whether this would be reclaimed by the council. It was confirmed that the council did reserve the right to reclaim any underspend but didn't necessarily mean they would.</p> <p>Jason confirmed that he had had agreement from Jeremy Ambache as LINK Chair for the Host to bring in some long term temporary admin help. The approximate cost provided by the temping agency was £12 per hour, a proportion of which went to the temp staff.</p> <p>It was agreed that upto 3 months and upto 3 days per week could be committed to, with a possible extension depending on budget. Simonne Reid to action.</p> <p><i>Technology &amp; Training</i></p> <p>Discussions took place around current technology and training requirements. It was agreed that it would be useful for all members of the Executive to have easy access to email and laptops available for loan could be committed to as well as training for IT and PC usage for Executive members.</p> <p>The R&amp;G sub group agreed to commit up to £5k for IT requirements and up to £3k for the implementation of Executive</p>	<p><b>SR</b></p>

<p>training on IT.</p> <p>Host to investigate costs of laptops, discuss requirements with Executive members without PC access and report back.</p> <p>As an aid for scheduling work and executive/sub group members being able to feed in their availabilities it was suggested that a central web calendar be set up to help organise meetings. Host to look investigate.</p> <p>The R&amp;G sub group agreed to commit a budget of £7½k for communication. This included publicity, website development, 4 newsletters a year, with Colin Adamson from MAC as editor, and the cost of routine meetings e.g. EC meetings, AGM etc.</p> <p><i>Budget spend/managing</i> The R&amp;G sub group were advised that the disbursement budget was under the control of the EC, however standard expenditure like catering, transport etc. was actioned by the Host based on best value. All other expenditure was cleared by the EC with clear audit trails in place.</p> <p>It was suggested that overall indicative budgets for sub-groups inline with agreed programmes of work could be agreed by Jeremy Ambache as EC Chair and Roger Appleton and Barbara Willerton as Joint Chairs of the R&amp;G sub group. These budgets would then be passed on to the Chair's of each sub group to spend accordingly.</p> <p>It was also suggested that, where items did not form part of the programmed work and exceeded £50, these should be referred to the R&amp;G sub group for approval. The Host also agreed to take responsibility in flagging up any out of the ordinary expenditure being requested.</p> <p><i>Expenses</i> It was agreed that routine expenses could be claimed for i.e. meetings attended and that any work commissioned on behalf of the LINK should be authorised by the Chair of the appropriate sub group.</p> <p><i>Reward</i> The R&amp;G sub group were happy to continue with the rewards policy set out by the Interim Executive, that, if members were asked by the Executive to act as a LINK representative on a committee then the rewards policy would apply. .</p>	<p><b>HOST</b></p> <p><b>HOST</b></p>
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	<p>The rewards rate for members in such circumstances were still under discussion. Currently, there were rates for comparable representation of £6 and £7.50 for Wandsworth PCT and Wandsworth Council, respectively. Jeremy Ambache confirmed that he would be re-discussing the rate for the LINK further at the Chair's group meeting.</p> <p>The overall view of the R&amp;G sub group was that there should be a distinction between the possibility of claiming for external and internal meetings as the level of responsibility differed. Also to be considered were the possible implications of rewards being classed as employment and possible implications for people claiming benefits as well as tax implications for all.</p> <p>Jason Edgington confirmed he would consult with the relevant lawyers and Jim Cowan at Wandsworth Council on these matters.</p>	<p><b>JA</b></p> <p><b>JE</b></p>
<p><b>5.</b></p>	<p><b>Co-option procedures</b> Discussions took place around co-option, selection and the following procedures were agreed.</p> <p><b><u>Executive members</u></b> It was suggested that January could be made an annual anniversary date for electing new Executive members should seats on the EC become available. Between times, if vacancies did arise, it was agreed that the full EC could propose to co-opt a member until the next routine election.</p> <p><b><u>Sub groups</u></b> It was agreed that the number and size of sub group co-option should remain fairly flexible. If the sub groups were working well they should continue in the same vein. If problems should occur it would be the responsibility of the Chair of each sub group to consider the group's position.</p> <p>It was agreed that the same principles applied for attendance and participation on the EC should be applied for attendance on the sub groups.</p> <p><b><u>Election time periods</u></b> Election of EC members was 3 years and it was proposed that the election of Executive officers such as Vice Chairs, etc. should be yearly.</p>	

6.	<p><b>Annual report (costing &amp; drafting)</b></p> <p>Jeremy Ambache advised that he had spoken to Andrew Craig from MAC with regard to providing a proposal for the drafting of an Annual Report, which would then be considered in detail by the Chair's group.</p> <p>It was felt that the production of the annual report would be a very good opportunity in maximising communication and raising awareness.</p> <p>It was agreed that in order to get a wide appeal as possible someone with public relations experience should be brought in. Roger Appleton agreed to consider who might be useful for this. It was also felt that a member of the MAC partnership would be of great advantage. Jason Edgington to speak with Andrew Craig.</p> <p>The R&amp;G sub group agreed to provisionally assign a total of £5k for the annual report, which would be commissioned by the end of March 2009.</p>	RA JE
7.	<p><b>Policy on grant/funding requests and consideration of any requests pending (St George's ex-PPI group?)</b></p> <p>It was agreed that LINK funding would be applied only where the Executive had agreed to commission particular projects.</p>	
8.	<p><b>AOB</b></p> <p>None.</p>	
9.	<p><b>Dates of next meeting:</b> (subject to confirmation)</p> <p>1) Thursday 21<sup>st</sup> May @ 3.00pm. 2) Thursday 2<sup>nd</sup> July @ 3.00pm</p> <p>Venues to be advised.</p>	