

**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 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 endeavour 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>  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>  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 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</p>	<p><b>SR</b></p> <p><b>HOST</b></p>



	<p>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>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><i>Executive members</i> 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><i>Sub groups</i> 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><i>Election time periods</i> 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>	
<p><b>6.</b></p>	<p><b>Annual report (costing &amp; drafting)</b> 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</p>	<p><b>RA</b></p>

	would be of great advantage. Jason Edgington to speak with Andrew Craig.  The R&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.	<b>JE</b>
<b>7.</b>	<b>Policy on grant/funding requests and consideration of any requests pending (St George's ex-PPI group?)</b> It was agreed that LINK funding would be applied only where the Executive had agreed to commission particular projects.	
<b>8.</b>	<b>AOB</b> None.	
<b>9.</b>	<b>Dates of next meeting:</b> (subject to confirmation) 1) Thursday 21 <sup>st</sup> May @ 3.00pm. 2) Thursday 2 <sup>nd</sup> July @ 3.00pm  Venues to be advised.	