

**Resources & Governance (R&G) sub group meeting
18th May 2009
Bedford House, Balham High Road, SW17**

Present:

Roger Appleton (Joint Chair)
Barbara Willerton (Joint Chair)

In attendance:

Jeremy Ambache
Jason Edgington

Host:

Simonne Reid

No'	Agenda item	Action
1.	<p>Welcomes & Apologies Roger Appleton welcomed those present advising that apologies had been received from Kurt Schwarz.</p>	
2.	<p>Minutes of last Resources & Governance (R&G) sub group meeting 18 May 2009 The minutes from the last R&G sub group were agreed.</p>	
3.	<p>Matters Arising Page 1, item 4.1 – Barbara Willerton made reference to her original query regarding allocation of funds as referred to in the Adult OSC papers.</p> <p>Roger advised that the Council decision on the funding were recorded in Health OSC papers and that he would circulate the relevant papers to Barbara.</p> <p>It was confirmed that discussions had been had with Dawn Warwick regarding the restarting of funding for the Physical Disability group which had been time-limited and expired at the end of 2007/08.</p> <p>Discussions were also required regarding the idea of a Centre for Independent Living and obtaining a sum of £100k.</p> <p>Pg 2, office help – it was confirmed that part time admin temp help had been sought and was providing assistance with a number of tasks, which was helping to clear backlog.</p>	RA

	<p>Page 2, technology – the R&G group felt that the quotes received so far for the laptops were rather expensive for what was and not included. Host to explore other quotes in the region of £450 inclusive of VAT as well as costs for home usage.</p> <p>Costs on start up training should also be explored. Roger to provide details of someone who can provide this type of training.</p> <p>Page 3, centralised calendar – it was confirmed that it would be possible to have a calendar for the executive to feed their availabilities into. Host to investigate who would be interested in using it.</p> <p>Page 4, item 6 – the Chairs group agreed that they wanted the annual report to be simple and inexpensive. The first outline had been drafted by the Host.</p>	<p>HOST</p> <p>HOST</p> <p>RA</p> <p>HOST</p>
<p>4.</p>	<p>Payments & Rewards</p> <p>The R&G sub group felt it was important to obtain clarity on which LINK members were authorised representatives, ensuring the views of LINK was being fed in and agreeing a clear definition of how issues would be reported back.</p> <p>Queries were raised regarding how groups would be determined for authorisation, which should be put to the full executive committee to decide. It was also agreed that only those who appeared on the appointed list would be entitled to claim for a reward payment.</p> <p>It was agreed that a note would be circulated to the executive committee detailing the current list of organisations and confirmation of those who were currently appointed.</p> <p>Barbara Willerton advised that the Patient Focus group were seeking LINK representation, which she would take forward with Jenny Weinstein.</p> <p>Discussions took place around expenses and the need to be explicit on what could and could not be claimed for. It was confirmed that, although attendance allowance could not be claimed for, out of pocket expenses could.</p> <p>Host to amend and consolidate current expenses policies which incorporate the decisions agreed for the next R&G sub group meeting before circulation to the full committee.</p> <p>Jason Edgington confirmed that he had received some information regarding taxation and benefits where users could claim a legally defined rate, which would need to be qualified with lawyers. Host to circulate relevant information to the R&G</p>	<p>EC</p> <p>HOST</p> <p>BW</p> <p>HOST</p> <p>HOST</p>

	group and speak further with Stuart Thomson and John Morrill.	
5.	<p>Enter and View Jeremy Ambache introduced the draft paper produced by MAC submitted for approval.</p> <p>The R&G sub group felt it would be beneficial to recruit a volunteer who could assist with aspects on enter and view and be co-opted onto the R&G sub group.</p> <p>The following areas were adopted/agreed:</p> <ul style="list-style-type: none"> • Page 3 - monthly visits to commence from October onwards • Page 3 - selection panel names not to be included. Host representatives nominated by the R&G sub group to be included • Page 3 - a shortlist of up to 10 candidates • Page 4 - probationary period of one year/four visits, whichever achieved first (clause in policy to be written if act outside code of conduct. Refer to NCI guidance 'right to remove'. • Page 5 - responsibility for proof reading would sit with Barbara Willerton. Any unsubstantiated items within reports would be returned by Barbara who was first port of call with Roger as deputy. Any unresolved disputes would come back to the R&G sub group. <p>It was acknowledged that each visiting group would need to include somebody who was able to write the report of their findings. This implied that a number of the selected visitors would need the necessary skills to write these reports.</p> <p>It was agreed that a pro-forma should be devised to go as a front cover sheet for the reports.</p> <p>The following amendments to the recruitment material were agreed:</p> <p><i>Advert</i></p> <ul style="list-style-type: none"> • The inclusion of 'out of pocket' expenses <p><i>Sort of authorised visitor (person specification)</i></p> <ul style="list-style-type: none"> • The inclusion of 'range of services very broad, opportunities to state areas of interest'. <p>It was proposed that input be obtained from commissioners on the draft proforma. Barbara and host to visit the 3 trusts for initial discussions.</p> <p>It was suggested that a notice period of 28 days for visits be given to organisations and any challenges to the date be notified</p>	<p>RA/SR</p> <p>BW/HOST</p>

	<p>to the LINKs within 7 days. With good reason the date could be changed, thereafter a fixed date would be applied.</p> <p>It was agreed that residents and users would be alerted to visits and these would be made up of no more than 3 people. Reasons for unannounced visits would be reviewed but not discussed in advance (NCI guidelines to be checked by Host).</p> <p>The R&G sub group established the timings of the visits would be within operating hours of the service and would be within the boundaries of Wandsworth LINK. If issues were identified that were outside the boundaries, joint visits could be undertaken with the relevant LINK i.e. Kingston etc.</p>	HOST
6.	<p>Staffing Jason Edgington gave an overview on the staffing resources available to support the LINK.</p> <p>Concerns were raised regarding the Host's capacity to undertake additional project work, researching and reporting back. Clarity was required on what came under the remit of the Host and that of the Executive Committee. The view was activities would be undertaken by the members with support provided by the Host.</p> <p>It was proposed that the idea of an additional post, jointly funded from the disbursement budget (£10,000 per annum for this year and next year) and a similar amount from the Host would be sufficient to pay for a part-time post for the remainder of the current year and the whole of next year. This proposal would be further discussed with the WCA Chair later in the week. Approval to this use of the disbursement budget would be sought at the next LINK Executive meeting.</p>	
7.	<p>Disbursement budget/financial statement Jason Edgington introduced the scheduled 2 paper which identified the financial projections of support to the LINK.</p> <p>Jason confirmed that it would be possible for the Host to source other forms of staffing as an aid to provide additional support.</p> <p>Jason advised that the annual accounts for the LINKs Host had not yet been signed off. Once the accounts became available these would be submitted to the R&G sub group.</p>	HOST
8.	<p>Requests for funding (sub groups) Barbara Willerton noted that the C&P sub group had put forward costings for production of a new LINK flyer and poster. To be circulated to R&G sub group.</p>	SR

9.	AOB None.	
10.	Dates of next meeting: 2 nd July 2009 @ 3pm.	