

**Resources & Governance (R&G) sub group meeting
9th July 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 office help – the usage of additional help has been a good resource and the budget so far had been underspent. The group agreed to continue with the current arrangement and review at their next sub group meeting in September.</p> <p>Staffing - the Project Worker post was currently being advertised with a closing date of Monday 13th July. So far in excess of 60 application requests had been received. Roger and Jeremy would be making a case at the WCA board meeting on Wednesday 15th July where a decision on the post would be made.</p> <p>Page 2, technology – further quotes had been obtained and the R&G group agreed to proceed with purchasing two laptops. Costs on start up training to be explored with organisations such as the learning centre, learn direct.</p>	HOST
4.	<p>Enter and View The group were briefed that the shortlisting was now complete</p>	

	<p>and seven applicants in total were being interviewed on Monday 13th and Tuesday 14th July.</p> <p>It was agreed that timescales required pulling together for arrangements for training and start dates etc. Barbara, Jason and Simonne to devise.</p> <p>Where the visits will be undertaken also needs to be considered, ensuring they are inline with the LINKs agreed priorities.</p>	BW/JE/SR
5.	<p>Representative roles The group discussed the existing list of representatives, outlining that there were authorised roles (could claim payment) and those that were representative roles (could not claim payment). It was agreed that in both circumstances feedback from attended meetings should be provided to the LINK.</p> <p>The group revised the list, agreeing which posts were authorised and which were representative roles. Simonne to make relevant inclusions, amendments and circulate.</p> <p>The group were advised that the LSP were in discussions about representatives but would be deferring making a decision until January. It was agreed that if the LINK were approached they would be willing to provide a representative.</p> <p><i>Mileage claims</i> The current principle for authorising mileage claims were done using the calculations on multimap. Those exact calculations would be used should there be any discrepancies.</p> <p><i>Payments</i> Jason advised that he had spoken with a consultant regarding the legal position on payments to service users and the potential implications. Although the LINK had statutory powers it did not have any legal standing, therefore any risks would lay with WCA as host. Jason to seek legal advice.</p>	SR JE
6.	<p>Expenditure</p> <p>a) disbursement budget update – Jason reported that there was some underspend in the budget, however some indicative commitments were still to be included, such as advertising and project plan costs. Jason to circulate to the final accounts to the R&G group.</p> <p>The group agreed that further planning on expenditure would be required in the autumn.</p> <p>b) protocol - discussions took place around the need for a recognised protocol for authorising anticipated/not anticipated expenditure. It was agreed that two members</p>	JE

	<p>of the R&G group could authorise expenditure with a top limit of £5k and one member could authorise upto £500.</p> <p>c) project plans – the group discussed the proposal submitted by the Communication & Participations sub group and assigned a budget £7-£10k.</p> <p>Jason reiterated that costs related to the website were not incurred by the LINK and this was a cost to WCA. It was felt that some exploration work could be done on improving the website and help lower costs. Roger to provide details of known contact.</p>	RA
7.	<p>Policy for removal of Executive member from the Committee Discussions took place around the specifics of non attendance at meetings. Overall it was felt that this related to attendance at executive committee meetings and did not extend to sub group meetings.</p> <p>It was agreed that the policy would be re-visited later on in the year to ensure it was robust.</p>	
8.	<p>AOB In a bid to encourage members to join the R&G sub group it was suggested an item be placed on the website inviting participation.</p>	HOST
9.	<p>Dates of next meeting 10th September 2009 @ 3pm.</p>	