



**Chairs group meeting
18 August 2009
Balham Park Surgery**

Present: Jeremy Ambache, Roger Appleton, Barbara Willerton

Host: Jason Edgington, Simonne Reid

No'	Agenda item	Action
1.	Welcomes & Apologies Apologies were received from Suzanna Kawalek and Jenny Weinstein.	
2.	Minutes of last Chairs group meeting 30 June 2009 The minutes were agreed as an accurate account.	
3.	Matters arising Page 1, 4.1 – updates on project plans to be available for the next executive meeting. Jeremy Ambache to notify Roger Appleton of the outstanding issues with the Secondary Health & Social Care (SH&SC) sub groups project plan so these can be pursued with Suzanna Kawalek. Page 2, item 4 – Jason Edgington had received a call from the Department of Health (DoH) wanting to discuss the financial accounting of the annual report. Page 2, item 6 – it was reported that a Local Strategic Partnership (LSP) meeting was due to take place in October. They would be deferring a decision on the number of invited representatives until January 2010. Page 3, item 10 – the protocols for Enter n View would be followed up by the Resources and Governance (R&G) sub group.	JA/RA
4.	HOST Service Level Agreement (SLA) & HOST Targets for 2009 Roger advised that he had made some amendments to the existing SLA making it more specific, however more work was required on making it measurable. Further comments to be submitted to Roger for inclusion and	JA/RA

	<p>report back at the next Chairs group meeting.</p> <p>It was felt that a more pro-active approach should be played by the Host regarding follow up with the chairs on taking actions forward. It was agreed that more conversations should be had and not always left to email.</p> <p>Discussions took place around the content of minutes. Previous comments had been made by some LINK members that it wasn't always clear how a decision was arrived at as occasionally reference would be made to previous papers.</p> <p>It was suggested that where references were being made to past papers a link to that paper be provided. The chairs group felt that the issues were more about ensuring the content of the papers presented were clearer rather than adding more content to the minutes.</p> <p>Roger advised that he and Susan would be meeting with Dan, the web designers in September and would explore these issues further. Jeremy suggested that Jenny should be made aware of the meeting as her sub-group had responsibility for this aspect of LINK business.</p> <p>Jeremy updated the group on the topic of capacity advising that Sarah Ellison had been recruited to the post of Project & Outreach Worker. She would be working 4 days a week and it was hoped she would be starting in October.</p> <p>It was anticipated that this role would focus on areas such as engagement and project plans and although it was difficult to demarcate roles it would be made clear who within the Host was leading on relevant issues.</p>	
5.	<p>Issues from last Executive meeting – ‘our approach to democracy, governance, involvement & inclusion of members of the public</p> <p>Discussions took place around a number of challenges raised during the executive committee meeting in July from LINK members.</p> <p>It was acknowledged that it was important to encourage members to be involved in decision making about Wandsworth LINK and in order to aid it becoming more democratic clear guidelines should be adopted. Roger presented draft guidelines for comment.</p> <p>It was suggested that the guidelines were explicit in stating that the Executive Committee were elected through the membership and were held accountable. Activities of the LINKs</p>	

	<p>would be carried out through the sub groups, involving the broader membership. It was agreed that further debate was required surrounding the term of elections, which could be open to the wider membership for views.</p> <p>Roger to incorporate the comments discussed and put forward recommendations to the full executive.</p>	RA
6.	<p>Executive Committee meetings <i>Draft agenda for next meeting (28th September 09)</i></p> <p>Scheduled for the next executive meeting was a presentation from the Carers Centre. The presentation would be made at the start of the meeting with the business items following.</p> <p>Discussions took place around presentation content for November's executive meeting. It was proposed hospital discharge be explored striking a balance of users real issues and feedback from relevant professionals i.e. medical staff.</p> <p>Suggestions to be sought from Suzanna Kawalek, Terry King and Susan Wheeler-Kiley.</p> <p>It was reported that NHS Wandsworth were working on plans for how it would cope with the likely reduced growth in funding from 2011 and the outcomes would be known in September, which could also be a potential report back item for the November executive meeting.</p> <p><i>Suggested dates for 2010</i> The Chairs group agreed option 2, a rotation of days for the executive committee meeting dates for 2010. This option would be brought to the next executive committee meeting in September for decision.</p>	JA HOST
7.	<p>Project plans and progress on them <i>Communication and Participation (C&P)</i> Carers consultation was complete. Jeremy had attended the Carers Strategy meeting, which had been conducted very well, although attendance was slightly low.</p> <p>Jenny Weinstein had agreed to undertake the write up.</p> <p><i>Primary Health & Social Care (PH&SC)</i> Work was underway and some joint work with the C&P group on the transforming agenda was being done.</p> <p>Roger commented that he had spoken to Dawn Warwick after her presentation to the Exec meeting about his concerns that</p>	JW

	<p>plans were not coherent when it came to marketing and ensuring users knew the choices available to them. There was also a risk that the Council would close services before alternatives were properly in place. It was agreed that this issue would be raised with Dawn at the next meeting.</p> <p>It was felt it would be beneficial for Jenny as chair of the C&P sub group to be invited to the next PH&SC sub group meeting in September to participate on the transforming agenda issues.</p> <p>Roger confirmed that following the meeting he would do a write up to send to Dawn and report back views at the executive meeting in November.</p>	<p>RA</p> <p>RA</p>
<p>8.</p>	<p>AOB <i>Payments & Rewards</i></p> <p>Following a number of discussions and uncertainty on whether it was legal or illegal to pay volunteers it was necessary for the Host organisation to seek advice on the potential risks of making payments.</p> <p>Having sought advice from the Department of Health (DoH), solicitors and liaison with a number of LINKs Jason Edgington updated the group on his findings.</p> <p>Advice from the solicitors was that the host should not be undertaking payments or employing volunteers, this would put the host at risk of employment liability. The DoH had made it clear that 'any member of a LINK was a volunteer and thus should not be paid to carry out any duty under the auspices of the LINK.'</p> <p>Jason also advised that if LINK went down the route of paying volunteers there would be risks of those people being able to establish employee status/rights. There would also be tax implications, national insurance contributions, sick pay etc.</p> <p>He suggested that the current rewards and payments policy may need to be reviewed or reconsidered.</p> <p>The chairs group confirmed that LINK would not be going down the route of becoming an incorporated body or employers. In order to progress the current issues of payments they would be looking for WCA to be the employer and issue payments.</p> <p>Roger asked if a contract could be devised that would satisfy the solicitors, the WCA board and alleviate any associated risks would WCA be agreeable.</p>	

	<p>Jason responded that he could not say that WCA would agree to this as it would undoubtedly still expose WCA to some risk. However, he would submit these requests.</p> <p>Roger stated that he would put together a paper for the upcoming WCA board meeting setting out their request for consideration, this would also be made available for the Resources & Governance sub group.</p> <p>Roger also advised that he would draft a response to the letter from the DoH evidencing information contrary to their response. Jason to send an initial letter confirming a response will be sent directly from the LINKs.</p> <p>It was agreed that a letter be devised informing the candidates currently being appointed to Enter n View of the position with regarding none payment of monies. A similar letter should also be drafted for those as appointed representatives.</p>	<p>RA</p> <p>RA</p> <p>JE</p> <p>RA/HOST</p>
9.	<p>Dates of next meeting: Thursday 15th October 2009 @ 6pm.</p>	