



**Resources & Governance (R&G) sub group meeting
10th September 2009
Bedford House, Balham High Road, SW17**

Present: Roger Appleton, Barbara Willerton

Host: Jason Edgington, Simonne Reid

No'	Agenda item	Action
1.	<p>Welcomes & Apologies Roger Appleton welcomed those present. Apologies were received from Kurt Schwarz and Betty Price.</p>	
2.	<p>Minutes of last Resources & Governance (R&G) sub group meeting 9th July 2009 The minutes were agreed as an accurate record.</p>	
3.	<p>Matters arising Page 1, technology – two laptops had now been received, with receipt of the printer due shortly. Vibert had been provided with information on different training options, which he would follow up on as well as installation of broadband. Page 2, representative roles – the group agreed the list could be circulated with the R&G minutes.</p>	HOST
4.	<p>Democratic Governance and the LINK Roger advised that he had circulated his Democracy and the Wandsworth LINK paper to the executive committee and had not received any feedback. (Post-meeting note, Jeremy reminded Roger that he had commented. His comments would be included in next version). Overall the R&G group felt the paper was well constructed, presented and set out a very reasonable argument. It was agreed the paper be re-circulated to the full exec for consideration inviting comments by the following week, once Jeremy's comments have been included.</p>	HOST

<p>5.</p>	<p>Enter and View</p> <p>Barbara Willerton updated the group on the current position of Enter and View advising that 23rd September was the date set for training, which was being run by Philip Darling.</p> <p>Jenny Weinstein had submitted the revised Wandsworth LINKs Enter and view protocol to Dawn Warwick, Social Services inviting any further feedback on whether they fitted in with requirements and was awaiting a response.</p> <p>A schedule had been received from NHS Wandsworth Provider Services detailing a timetable of their audit and inspection activities. Barbara advised that she was liaising with Alison Bank's on their mystery shopper task.</p> <p>Simonne Reid reported that information had been received from Tom Magill at NHS Wandsworth who were seeking representation for the Patient Environment Action Team (PEAT) inspections. Simonne to lead on follow up.</p> <p>Barbara noted that, in the Philip Darlings material, reference had been made to an Enter and View tool kit. The R&G group were unaware of what this was and would check if Susan Wheeler-Kiley had any knowledge of it. Clarity would be sought on whether or not it was a national incentive, if not national it should be circulated to the executive for comment.</p> <p>It was reported that, at present, the number of applicants selected for Enter and View was 7, however, it was originally hoped that 10 be recruited.</p> <p>It was agreed that an advert for spaces on the team be circulated, using the training day as the hook as well as following up with those that had since registered interest.</p> <p>Any such advert would need to make it clear to prospective candidates that they would be welcome to attend the training session but would still need to go through the recruitment selection process in order to join the team.</p> <p>Barbara presented the group with indicative figures for the cost of Enter and View i.e. training, CRB's checks etc. the overall cost being £2k, which the R&G group were happy with.</p>	<p>SR</p> <p>BW/SR</p>
<p>6.</p>	<p>Payments update</p> <p>Following a pitch made by the LINKs to Wandsworth Care</p>	

	<p>Alliance (WCA) regarding allowing hourly payments to volunteers it was reported that WCA had rejected the idea.</p> <p>It was agreed that the next step forward would be for the executive committee to consider the following options to:</p> <ul style="list-style-type: none"> • accept the WCA decision and reverse the Executive decision on payments • seek an alternative means of finding support with a payroll function • challenge WCA's decision <p>It was proposed a paper be put to the full exec to consider the course of action.</p> <p>Roger advised that he would be writing to the Department of Health (DoH) to follow up their stated position on payments not being made to volunteers.</p>	<p>RA</p> <p>RA</p>
<p>7.</p>	<p>Expenditure</p> <p>Jason Edgington reported on the current spend of the disbursement budget, which had been compiled along with the Barbara Willerton, Financial Monitor.</p> <p>Discussions took place around the current layout of expenditure reporting. It was envisaged that the monitoring of budgets would become a little more complex. The best ways to account this information was discussed, i.e. creating project codes defining the budget from which the payments were being made alongside the existing codes which define what the money is being spent on. Barbara and Host to explore further.</p> <p>Roger queried the advertising cost of the Project & Outreach Worker post and whether it was a cost to WCA or part of the £10k LINK was funding. Jason to clarify and advise.</p> <p>In order to account accurately for and keep track on expenditure, a draft proforma for requests for monies had been devised. Simonne to circulate to the sub group leads and the Chair.</p>	<p>BW/HOST</p> <p>JE</p> <p>SR</p>
<p>8</p>	<p>AOB</p> <p>Jason advised the group that he had obtained provisional quotes on insurance for LINKs. For Employers Liability and Professional Indemnity the joint costs would be in the region of £550, covering approximately 30-50 volunteers.</p>	

	The R&G group agreed the expenditure and for Jason to action.	JE
9.	Dates of next meeting: Thursday 29 th October @ 3pm.	