

Devon LINK Interim Steering Group

Minutes of the meeting held at EDVSA, Ridgeway House, Ottery St Mary,
11am – 1pm, Tuesday 9th December 2008

Present: Derrick Roach (Chairman)
Carol Brown
Rosemary Whitehurst
Sue Howell-Richardson
Jean Waldron
Debbie Avery
George – Alfred Husband
Marjorie Brace
Kate Fenton (Host)
Lynne Robertson (Host)
Lorna Davis (Host)
Laura Pledger (Host – minute taking)

Apologies: Malcolm Froude

	ACTION
<p>1. <u>Minutes of Last Meeting</u></p> <p>1.1. CB said 3.8 should state '6 months' and not '31st March 09'. DR commented that in the last meeting the 31st March 09 had been discussed as the finishing date for the ISG. KF referred the group to the Governance Framework, which states 31st March. This date was agreed by all.</p>	
<p>2. <u>Actions arising</u></p> <p>2.1. Action A: KF confirmed that Dan Kjellgren was stepping down due to other commitments. DR suggested putting the position out to LINK participants and to existing youth worker contacts. All agreed.</p> <p style="padding-left: 40px;">A. Elicit interest in the position from participants and youth networks</p> <p>2.2. Action E: RW fed back on the Involvement to Impact Conference which she attended in December. The main message was to move forward, even if this means working with imperfect systems. RW also reminded the group about the upcoming LINKs Conference which is taking place on the 14th February 2009.</p> <p>2.3. Action I: The Gypsy/Traveller training is being set up by the Community</p>	Host

<p>Engagement Worker, Melanie Argent. KF thought MA was waiting for responses to her email to ISG members re dates, but was unsure.</p> <p>B. MA to update the group on progress.</p> <p>2.4. Action N: LL spoke about the LINK leaflet. CB felt that 2000 had been agreed. DR felt that the previous meetings conversations offered some scope about the actual numbers rather than suggesting a fixed number. The difference in price for ordering 5000 leaflets was £84.50. LL checked with G-AH and went ahead with the increased order as it provided a long-term saving. 2000 would not have been an adequate number given the advertising secured by LL in North Devon hospitals free of charge. DR asked if everyone was now clear and happy with this action. All agreed.</p>	<p>MA</p>
<p>3. <u>Host update</u></p> <p>3.1. KF gave an update on the last month's Host activity.</p> <p>3.2. RW asked for the mapping exercise document that was used by the PCT at a recent meeting attended by LR be circulated with the minutes.</p> <p>C. Mapping exercise document to be circulated</p> <p>3.3. The Youth Event will be postponed until 2009 due to poor response. CB had been opposed to the event. More targeted work will be undertaken in the meantime. A costing and proposal will be resubmitted to the ISG next year.</p> <p>3.4. The PCT has invited a representative from ISG to attend the Commissioning Intention Day.</p> <p>D. G-AH and DA to attend. KF to confirm with PCT and forward details.</p> <p>3.5. KF initiated a discussion about the relationship between the Host and ISG with regard to expectations, communication and partnership working.</p>	<p>LR/LP</p> <p>G-HA/DA/ KF</p>
<p>4. <u>Treasurers Report</u></p> <p>4.1. The ISG approved amendments to the Expenses Policy and claim form in light of clarification from the Inland Revenue on volunteer passenger mileage, and an addition to the subsistence rates.</p> <p>4.2. CB led a discussion on recent LINK expenditure and presented a projected budget plan for the rest of the financial year.</p> <p>4.3. Further discussions took place between the ISG and the Host in relation</p>	

<p>to further development and clarification of the financial policies / procedures and processes. It was acknowledged and welcomed that further development work was required to ensure that the processes were robust and fit for purpose for the future of the LINK.</p> <p>4.4. Invitations were extended to CB as treasurer of the ISG to take part in this development work to ensure that the current procedures were improved upon. However, CB stepped down as Treasurer and resigned from the LINK.</p> <p>4.5. A finance sub group was formed with the purpose to review the financial policies / procedures and processes.</p> <p>4.6. Members of the finance sub group are MB, DA, G-AH, DR</p> <p>4.7. A date was arranged for the finance sub group to meet to start this piece of work.</p>	
<p>5. <u>LINK representatives and roles</u></p> <p>5.1. There was not enough time for full discussion. KF asked the group to consider the material she had provided as a starting point. This work will feed into the establishment of the new LINK executive, so needs to be completed soon. KF suggested further discussion, e.g. by email, outside of the meetings, if required.</p> <p>E. All members to finalise role descriptions and pass to KF.</p>	<p>ISG</p>
<p>6. <u>LINK issues and formation of work plan</u></p> <p>6.1. There was not enough time for full discussion, so a separate meeting was arranged.</p>	
<p><u>Next Meetings</u></p> <ul style="list-style-type: none"> – Finance sub group meeting (KF, MB, DA, G-AH, DR): 23rd December 08, 10.00 – 12.00, at the EDVSA offices, Ottery St Mary. – Work plan meeting: 8th January 09, 10.00 – 12.00, venue TBC (Exeter) – Next ISG meeting: 20th January 09, 10.30 – 12.30, venue TBC (Exeter) 	