



Meetings/events feedback form

Date of meeting: 15/12/2010

Title of meeting: Engaging Communities Staffordshire – Governance Task and Finish Group

Audience: Jessie Cunnett (PPI Solutions); Julie Thompson- Edwards (Staffs C C) Vanessa Day (South Staffs PCT); Jackie Owen; Shelagh Mckiernan Will Taylor

LINK representative(s) attending: Shelagh Mckiernan Will Taylor

LINK representative completing feedback form: Will Taylor

Rationale (*Why are we attending the meeting event*). *Note – if you are delivering a message/presenting re: what the LINK is about this needs to complement the standard presentation. If not provide details of message given.*

To discuss and review draft business plan for new Community Enterprise

What were the main issues to come out of the meeting/event from the LINK perspective? (*List between 1 and 6 bullet points would be helpful*).

Observations and questions on business plan

- The plan as drafted lacks much of the detail required to make a compelling case for investment/support, reference to potential income streams on pages 17 & 18 of the plan but without any rationale for these figures. For other activities no estimated potential income figures are provided.
- There is no mention of the resources required to deliver the vision, whilst our discussions made reference to sub-contractors these will need to be managed.
- Where will the new company be based and on what terms should any occupational arrangements such as a lease be made?
- No analysis of competition in the plan, although reference is made to engagement being carried out by a number of organisations across the county.
- Risks need to be covered as well as the potential opportunities for new enterprise.
- The timeframes are unclear there is a need to make it clear what is realistically achievable in the early years of operation. Looking beyond year 2 with any certainty is not realistic.
- What are the key products/services that the new company will offer and when will these be available?
- The form of the new company is proposed as a CIC; have any other models been considered?

Resources/Stakeholders

Discussions on the appointment of the appointment of a Project Manager to take the project forward and to deal with the following:-

- Quantify the level of demand for engagement activities
- Identify current providers and other potential competitors with risk analysis
- Develop range of potential services/products including resource implications for delivery
- Identify potential customers/sponsors
- Develop structure of new organisation
- Develop governance structure
- Identify range of skills required for Board of Directors

Funding of the appointment should come from the main stakeholders to the project , whether this be by cash or the release of a suitably qualified individual from those stakeholders is subject to further discussion. There is no capacity from existing/future LINK budgets to cover any part of this cost. Jessie to investigate whether funding is available from SEIF to cover part or all of this work.

Key Decisions still to be made:-

- Funding needs to be secured for the set up of the new company, as advised there is no money in the LINK budget to cover any set up costs i.e. legal advice; appointment of project manager; etc
- A commitment from stakeholders to contract with the new company to provide a stable income stream a 3 year contract would be ideal.

Is the new company to be independent or will it be part of an existing organisation; there is potential cost and time benefits in 'joining' an existing company. However selection of the host organisation could lead to other problems.

Action Points/How can the LINK help?

The role of LINK is seen as key to the development of the new social enterprise and provides an opportunity of effectively being a pathfinder model for how LINKs may evolve into HealthWatch. In the transition year (2011-2012) there is talk of a shadow board being appointed to monitor and/or control the activities of the project manager. Could members of the Co-ordinating group be part of this board?

Continued representation on the Governance Task and Finish Group is considered crucial as well as continued contact with main stakeholders.

Diagram presented by Jessie on how the new organisation may look

The model presented by Jessie at the meeting shows Healthwatch as a part of Engaging Communities. It is not clear whether Healthwatch will exist as a separate Social Enterprise or how Healthwatch interests would be represented on the Engaging Communities Board. Does the Co-ordinating Group agree this is the model which should be developed?



