



LINKs Steering Group

16 January 2008
North Room, Guildhall

Attendees	Job Title/Directorate
Jo Atkey (JA)	Policy & Performance Officer (Chief Executives), PCC
Debbie Butcher (DB)	Commissioning Manager (Community Services), PCC
Julie Wilson	Commissioning Manager (PCT)
Malcolm Froude (MF)	PCT PPI (Chair)
Karen Grannum (KG)	Strategic Procurement Manager
Carol Hickling (CH)	Plymouth Befriending Consortium
Barry Lucas (BL)	PHT PPI (Chair)
Apologies	
Deb Laphorne (DL)	Director for Public Health
Jane Cox (JC)	Project Officer (Supporting People), PCC

Also in attendance: Mike Cooper (MC) – Centre for Public Scrutiny

Item	Notes	Action	By whom & when
1.	<p>Welcome & Introductions</p> <p>MF offered to chair the meeting, which was accepted by the rest of the group.</p>		
2.	<p>Minutes & Matters Arising</p> <p>MC commented on attendance and the importance of getting the right people involved. Attempts to identify additional members were explained. JA still needs contact details for additional health sector representatives.</p> <p>New LINKs web pages on PCC website were highlighted: http://www.plymouth.gov.uk/homepage/socialcareandhealth/links.htm</p>	Membership to be reviewed and new members invited as appropriate	JA/KG
3.	<p>Host Procurement Update</p> <p>Following the last steering group meeting, the draft tender document was circulated for comment. The final draft was then uploaded to the Devon Tenders website. Potential tenderers were invited to register their interest through the site, and invited to an open day on 11 January.</p> <p>Currently 12 organisations across the 3 authorities have expressed their interest in the tender. Some are regional suppliers and others are more local to Plymouth.</p> <p>The open day took the form of a structured question and answer session which was written up to ensure content is available to those unable to attend. The evaluation process</p>		

<p>was explained, and interested parties were invited to attend presentation days (20 and 21 February) set up to provide an opportunity for evaluation panels to ask questions about submitted tenders.</p> <p>Finalisation of answers in respect of questions raised by potential tenderers needs to happen by 23 January.</p> <p>The date for submission of tenders is 1 February 2008.</p> <p>MC - the government's thinking on the early stages of the contract is evolving, acknowledging the need for an informal core group to be established by the end of the first 3 months, aiming for a full LINK at the end of 6 months. To support establishment of the initial core group, the steering group could continue to meet during the first 3 months, winding up in favour of the core group once established.</p> <p>MC – the LINK shouldn't take over anything currently in existence or discourage individual services from engaging with service users direct. Thought needs to be given to what the structure needs to look like locally to reflect guidance.</p> <p>MF asked for clarity about the allocation of funding. MC - there are 3 clear streams of funding: (i) support for contracting costs; (ii) support for the host to administer the LINK and (iii) support for LINKs activity. Applicants have been asked to provide budget profiles reflecting this.</p> <p>BL asked how the work of the PPI Forums will be carried over, acknowledging that all PPI Forums have been asked to wind up their work programmes by the end of March. MC – the steering group is a key part of the transition between PPIs and LINKs, enabling continuation of any works streams to be passed on.</p> <p>Arrangements to pay expenses in support of the work of the LINK should reflect the emerging 'Reward and Recognition policy being developed through Adult Social Care. Whilst currently a PCC policy, this could be extended for use by the Health sector.</p> <p>Any areas of work added to the LINKs tender (e.g. PAPOP) need to funded separately and contract managed against separate measures. This is acknowledged and in hand locally.</p> <p>KG –bidders are being asked to indicate their interest (to date about 10 have done so).</p> <p>The group discussed membership of the evaluation panel – <i>please note changes following further advice from Regional LINKs Forum (JA 28.01.08)</i></p> <p>KG confirmed that some weighting in respect of responses provided has already been carried out. MF requested that weighting reflect issues important to people who attended the LINKs event on 9 November as well as those issues important to the steering group. Weighting to be finalised through the</p>	<p>A meeting needs to take place between DB/KG/JA/Craig McArdle (ASC) and Kate Jones (ASC)</p>	<p>DB</p>
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