#

#

# “Joining Together in Excellence”

# The Challenge Group

# 26th September 2013

|  |  |
| --- | --- |
| **1. Welcome and Apologies** | ACTION |
| Present Jenny St Leger (JSL)(Vice Chair), Margaret Pickup (MP), Paul Brooks (PB), Louise Booth (LB) (Chair), Mike Thraves (MT), Austin Ambrose (AA), Sophie Lewis (SL) (Resident Involvement Officer),Liz Holmes (LH) (Assistant Director of Finance), Neil Bancroft (NB) (Service Improvement Manager), Harry Moss (HM) (Resident Involvement Apprentice)ApologiesLinda Roche (LR), Gemma Magee (GM) (Fresh Start Officer)LB welcomed everyone to the meeting. |  |
| 2. Minutes & Actions from previous meeting |  |
| The group agreed that they were happy with the minutes. |  |
| **3. Incentive Scheme Update - Neil Bancroft** |  |
| NB talked through the incentive scheme updates with the group, and offered to provide monthly updates so the group would know what’s going on.AA offered to assist NB with the IT and media side of the project. | Action: SL to invite NB to next three meetings (*Done 26.09.13*) |
| **4. Annual General Meeting** |  |
| SL read out Linda Roche’s email that advised that she wished to stand down from Challenge Group. The group wished to thank Linda for her contributions to the group.Paul Brooks advised that he wished to re-apply for another term.As there is was no resolution not to reappoint, he shall be reappointed.The Group agreed to hold the election for Chair and Vice-Chair at the next meeting, as per Board. |  |
| **5. Terms of Reference**  |   |
| SL advised that the Terms of Reference had had the amendments added that were discussed at the last meeting. The draft is currently being checked by Pauline Gosling, and will be passed to Challenge for approval at the next meeting in October. | **Action: SL to send out amended ToR with Challenge papers** |
| **6. EMT Performance and Scrutiny** |  |
| LH talked the group through Augusts performance report. | Action: SL to circulate Augusts EMT performance report, as they had been sent an earlier one with their papers (*Done 26.09.13*)Action: LH to provide copies of staff engagement questionnaires |
| **7. Fresh Start Project** |  |
| As GM was called away, she has offered to attend the next meeting to discuss her role. | Action: SL to invite GM to next meeting |
| **8. Resident Involvement Budget Update** |  |
| SL talked through the RI budget. Challenge asked if someone from Finance could talk them through it at the January meeting.They also asked for clarification on what the £424 from the Special Initiatives budget was spent on. | Action: SL to clarify spending within special initiatives ( £200 for TARA grants, £145 for minibus)Action: SL to invite representative from Finance team to January meeting.Actin: SL to clarify what budget garden competition comes out of |
| **9. Any Other Business** |  |
| LB asked whether or not the RI structure should be reviewed annually following the RI inspectionSL asked for suitable dates to hold their one-to-one’s with LB in the Gilchrist CentreSL explained that Lorraine Hare is currently on leave, but will start providing monthly updates on the Grounds Maintenance recommendations from October.SL asked if Challenge would like to add a Feedback slot to the agenda, allowing them to feedback about Community voice meetings they have attended. It will also allow SL to feedback on sessions she has attended.Challenge asked if SL and HM could take charge of sending out invites to Community Voice meetings in the future. | Action: SL to checkAction: HM to confirm with Challenge members what time they are booked in with LB; HM to organise taxisAction: SL to add ‘Feedback’ item to Challenge agendaAction: SL to raise at Community Voice leaders session on 15.10.13 |
| **The next meeting will be held on Thursday 24th October 2013** |  |