

minutes of meeting

2.0	<p>Audit of Areas of Interest and Experience HSCMG Members Bring to their Role</p> <p>The group were asked if they had all completed the audit forms that were sent out to them with a one week deadline. Since they had not, all were handed hard-copies and asked to complete the two audit forms which will detail the skills and experiences of members of the Management Group. All completed.</p>	
3.0	<p>HSCMG Development Training</p> <p>3.1 Training Workshop</p> <p>The LINK Host will be holding a training workshop on 4th and 17th March and everyone was asked to feedback their interest as soon a possible.</p> <p><i>Action: LINK Host staff to email course outline</i></p> <p>3.2 Induction for Management Group</p> <p>The Host has started to look into induction for the Management Group; further information will be passed on when this is available and it was reiterated that the training events on 4th/17th would be a good start on this.</p>	Simmons
4.0	<p>Appointment of Chair</p> <p>It was agreed that the process to nominate the Chair will be done by email, to enable all members of the Management Group to participate.</p> <p><i>Action: LINK Host staff to send email with instructions on the nomination process</i></p>	Simmons
5.0	<p>Co-options</p> <p>The group suggested names of people for co-option onto the Management Group. Gaps in representation were identified as carers and young people groups.</p> <p><i>Action: Everyone to email LINK with their ideas on co-option and the names of people to co-op onto the Management Group</i></p>	Management Group members
6.0	<p>Sub-Groups</p> <p>The first sub-group meeting - which will be on Sexual Health - will take place on 25th February. There will also be other sub-group meetings over the next couple of months, details to be finalised.</p> <p><i>Action: The Management Group to feedback ideas to the LINK Host for sub-group work plan</i></p>	The Management Group

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<p>7.0</p>	<p>Future Meeting Dates and Venue Date: Thursday 19 March 2009 Time: 3pm – 5pm Venue: Kensington & Chelsea Social Council The Light House, 111 – 117 Lancaster Road</p>	
<p>8.0</p>	<p>A.O.B 8.1 Circulating Contact Details <i>Action: Simmone to circulate the contact details of all Management Group by email.</i></p> <p>8.2 On-line forum for communication The group suggested the adoption of communication methods such as blogs and on-line forum for use by the Management Group. <i>Action: Simmone to look into on-line forums for management group and feedback information to the team by the next meeting on 19th March.</i></p> <p>8.3 Christine Vigars asked about the LINK work plan. Mary mentioned that the planning group had already seen copies and it was very helpful to them. Sabhiath stated the current work-plan was coming to an end and a new work plan was in the process of being written. LINK staff will get the revised work plan to the Management Group as soon as it is produced by Head Office. <i>Action: The Management Group is to feedback their ideas to the LINK Host for the work plan.</i></p>	<p>Simmone</p> <p>Simmone</p> <p>LINK Staff</p> <p>The Management Group</p>