



Date of meeting	17 July 2008
Title of paper	Resources Report
Agenda item	1.8
Paper number	I
Context	This is a report on the resources available to the Interim Executive and the Executive during the current financial year. It outlines the LINK Executive budget and the staff resources available from the Host to support the Interim Executive and the Executive.
Paper prepared by	Jason Edgington, WCA.
Action required	For information and discussion

## Resources Report

### Financial Resources

The LINK has its own budget, known as the disbursement Budget, fixed at £51,500p.a. for the three years specified in the current contract (from 1 April 2008). This sum was identified as a pre-determined and non-changeable amount by Wandsworth Council in LINK tendering and contract documentation. The annual disbursement budget will become available in four equal quarterly increments of £12,875, in line with Host funding.

The initial costs of advertising, promoting and setting up the LINK is defined as being part of the disbursement budget for 2008/09. In the absence of any accountable LINKs body (such as the interim executive), WCA as the LINK host has had to spend money allocated to the disbursement budget on these activities. An indication of the outline costs is shown below:

	£
Advertising, Promoting & Publicity	4,257.24
Communications	833.22
Printing & Publishing	554.88
Venue Hire & Catering	690.95
Other LINK Set-up Costs	1,750.00
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<b>Total:</b>	<b>8,086.29</b>

(\* please note this is not a definitive sum but a close indication)

This leaves a remainder of approximately £43,411 for this financial year.

### The LINKs Host

#### Support

The LINK Host is Wandsworth Care Alliance (WCA) However as identified through the tendering process and in the LINK Host contract, WCA has a formal agreement with the Moore Adamson Craig Partnership (MAC) to assist in the delivery of the host function.

As LINK Host we will support the Interim Executive by providing co-ordination and management and administrative support. Many of the direct aspects of this function will be undertaken by an Executive Assistant.

We are in the process of recruiting for the Executive Assistant Role and we have invited representation for the LINK Executive to be part of this process. Interviews for the post are scheduled for Wednesday July 9<sup>th</sup> and we hope to have appointed someone by July 14<sup>th</sup>.

We will provide a resource management function and develop a communications infrastructure (mainly through the electronic network). We will also co-ordinate LINK members/volunteer to undertake activities by the LINK executive.

#### Community Engagement

We can organise and hold consultations, interest groups etc. with members or specific or general community groups as directed by the LINK Executive.

We will advise the Executive on action it needs to take as well as offer advice and costed proposals on use of the disbursement budget and work plan activities, such as research, training, governance development, LINK promotion and membership recruitment etc.

Additionally WCA currently runs two specific service user involvement projects: one for people with learning difficulties and the other for mental health. We anticipate that the LINK Executive will want to draw upon the knowledge of these projects and the people involved on relevant issues and they will be happy to help.

### LINK membership

We hold a defined list of LINK members, including information about specific areas of interest and how and to what extent they might like to be actively involved in LINK activities.

### Website

We plan to grow the Wandsworth LINK website, [www.wandsworthlink.org.uk](http://www.wandsworthlink.org.uk), to become a tool for communication and for collecting and holding information. It will grow to be, in time, the central holding place for the collective organisational knowledge of the LINK.

Jason Edgington  
WCA  
7 July 2008