

### Record of Meeting

<b>Project:</b>	Hinchingbrooke Next Steps (HNS), stakeholder sub group
<b>Location:</b>	Classroom A, Hinchingbrooke Hospital Education Centre
<b>Date:</b>	20 January 2010
<b>Time from/to:</b>	2 – 4.30pm
<b>Attendees:</b>	
<ol style="list-style-type: none"> <li>1. Ruth Clapham, Chair, LINK Hinchingbrooke Task Group</li> <li>2. Cllr Steve Criswell, Chair of Scrutiny Committee</li> <li>3. Julie Farrow, Chief Executive, Hunts Forum of Voluntary Organisations</li> <li>4. June Griffin, Chair, Friends of Hinchingbrooke hospital</li> <li>5. Dr Catherine Hubbard, Chair of Medical Advisory Committee</li> <li>6. Patrick Kadewere, Community Officer, Huntingdon Community Group</li> <li>7. Andrew MacPherson, Director, EoE Strategic Projects Team Acting Chair</li> <li>8. Martin Peat, Commercial Lead, EoE Strategic Projects Team</li> <li>9. Ann Seeds, Chair of Trust Staff Council, Hinchingbrooke</li> <li>10. Samantha Sherratt, Communications Manager, EoE Strategic Projects Team</li> </ol>	
Signed conflict of interest and confidential agreements were received from all present.	
<b>Apologies/Absent:</b>	Phil Green, Social Partnership Forum, UNISON Eastern Tim Pilsbury, Chief Executive, Fenland District Council

Item	Description	ACTION
1	<b>Welcome and apologies for absence</b> Andrew welcomed everyone present and thanked them for their involvement and commitment. Apologies were noted	
2	<b>Stakeholder sub group terms of reference (TOR)</b> The group reviewed the draft TOR circulated presented. Steve requested a change to point 4 as “to act as an ambassador” would conflict with his scrutiny role. Andrew and Samantha to revise this wording and re-circulate to the group for approval.  Catherine queried whether there was any conflict given her role as evaluator. Andrew and Martin confirmed that this was not a conflict.  The group discussed who should become chair of the group. They invited Andrew, but he felt he should decline the role because it is important that members have ownership of the group. The group agreed that they would rotate the role of chair, with Samantha supporting the meetings.	<b>ADM / SS</b>      <b>All / SS</b>
3	<b>Reflection on stakeholder panel terms of reference</b> Andrew asked the group to confirm that they were happy with how the sub group’s TOR dove-tailed with the TOR of the broader	

	stakeholder panel. All agreed.	
<b>4</b>	<p><b>An overview of ITPD1 (Invitation to Participate in Dialogue, 1)</b> Martin talked the group through the outline contents of the IPTD1 documentation and responded to questions.</p> <p>The sub group were invited to interview the bidders shortlisted after ITPD1, as part of the evaluation process. The group accepted and 1 June 2010 was agreed.</p>	<b>All</b>
<b>5</b>	<p><b>Promoting stakeholder communications</b> Samantha talked through the contents of her paper and asked the group to please help raise awareness of the HNS project among their contacts.</p> <p>The following offers of help and suggestions were made:</p> <ul style="list-style-type: none"> <li>• Julie offered to raise awareness of HNS in Voluntary Sector News, which is due in February. Samantha to draft some suitable text.</li> <li>• Patrick offered to invite the leader of the Huntingdon Community Group youth section to come along to the next full stakeholder panel</li> <li>• Julie suggested that Young Lives be contacted to help raise awareness</li> <li>• Julie to email Samantha the contact details for CPALC, to better target parish councils.</li> </ul> <p>Samantha said that she will be writing to local community groups and ask whether they would like a member of the strategic projects team to speak at any of their group meetings. The following group members offered to help raise awareness of this invitation, including:</p> <ul style="list-style-type: none"> <li>• Julie will contact her Chief Officer Network</li> <li>• Patrick will contact his Youth Group</li> <li>• June will contact U3A, St Neots</li> </ul>	<p><b>JF / SS</b></p> <p><b>PK</b></p> <p><b>SS</b></p> <p><b>JF</b></p> <p><b>SS</b></p> <p><b>JF</b> <b>PK</b> <b>JG</b></p>
<b>6</b>	<p><b>Agenda items for forthcoming meetings</b> It was agreed that Samantha would email a draft agenda in advance of the next meeting, to which the group can add or amend items.</p>	<b>All / SS</b>
<b>7</b>	<p><b>Any questions?</b> There were no further questions.</p>	
<b>8</b>	<p><b>Closing remarks</b> Andrew closed the meeting and thanked everyone for their participation in the meeting. There was agreement that Martin's session had been particularly useful, with the following comments made:</p>	

	<p>“This feels drilled down for the first time”, Catherine  “Very well presented”, June  “Enlightening. I feel much better”, Ruth</p>	
	<p><b>Date and time of next meeting</b>  Tuesday 13 April was pencilled in as the date of the next meeting,  1.45pm for a 2pm start. Samantha to arrange a venue.</p>	<p><b>All / SS</b></p>