

Appendix 2

Brighton & Hove LINK Quarter 2 Monitoring report – DRAFT 1 October 2008

Introduction

This report summarises some of the key achievements of the Brighton & Hove LINK during the second quarter of the year, along with outputs against some of the agreed performance indicators.

This early development stage is crucial in building the good reputation of the Brighton & Hove LINK and creating a strong and stable Steering Group to ensure the network maintains credibility and focus.

Key achievements and milestones July – September 2008

- The staff team have continued with their induction period which has included meeting with providers and other key contacts. These meetings are laying the groundwork for future LINK representation work
- 17 people have been active on the Interim Steering Group. Three steering group meetings have been held, with the last taking place in September 2008. Minutes are available on request.
- Elections for the full LINK steering group are underway:
 - Process agreed, including the allocation of reserved ‘seats’ for priority under-represented groups (as listed below and in appendix B).
 - Call for and receipt of nominations: 23 candidates have nominated themselves for 15 seats.
 - Candidates from all the priority under-represented groups have put themselves forward and bring the following perspectives:
 - 7 candidates have a BME perspective
 - 5 candidates have a Children or young people’s perspective
 - 12 candidates have an Older People’s perspective
 - 12 candidates physical or learning disability perspective
 - 12 candidates have a mental health issue perspective
 - 12 candidates have or bring a carer or parent carer perspective
 - 3 candidates bring an LGBT perspective.
 - Ballot papers issued.
- A training and induction programme has been devised for steering group members once elected
- A launch event has been organised for the first part of Quarter 3 which will:
 - Increase the number of individuals, groups and organisations signed up to the LINK
 - Communicate LINK priorities and current activity to stakeholders
 - Increase the number of votes cast in the steering group elections
 - Increase the knowledge participants have of the LINK
 - Engage a wide range of community / neighbourhood groups
 - Provide the LINK team and steering group with a clearer idea of how the LINK Action Groups should work

- Publicity has continued with features and adverts in community newsletters including:
 - MOSAIC (BME)
 - City news (To every home in the city)
 - Amaze (Parents of children with special needs / disabilities)
 - The Pensioner
 - 180 (LGB & T)
- The LINK website has further been developed and will shortly offer on-line registration. This will also allow for future development, if wished, of interactive communication e.g. on-line reporting of issues or web forums.
- Back office systems including a database and a registration form have been further developed and will allow for detailed tracking of LINK participants against the agreed performance indicators.

Sign up to the LINK

- Almost 200 individuals and groups had signed up as participants of the LINK to the end of Quarter two.
- Interestingly – and unexpectedly - it is not simple to report on the percentage of individual to group members, as several individual members (particularly at community level) also have a relationship with an organisation. Additionally, there are a number of people who have given organisation details yet who bring an individual perspective, as the issues the LINK deals with are so wide-ranging.
- By asking people to declare themselves on their ballot papers as voting on behalf of themselves or an organisation, we hope to now improve the quality of this data for the Q3 report however subject to the above, the membership would appear to be approx 50% of each.
- The LINK is not yet in a position to report the detailed level of outputs in the performance indicators e.g. data on neighbourhoods, sexuality and ethnicity. However this information is currently being collated from existing and new participants, and we expect it to be available for the Quarter three report

Involvement in the LINK

- Outreach to organisations, groups and individuals has continued, resulting in increased awareness of and sign up to the LINK.
- LINK information and sign up stalls have been held at ten events during this quarter. The events have targeted all of the priority groups including:
 - black carers
 - black and minority ethnic
 - carers and parent carers
 - LGB & T groups
 - younger people
 - people with mental health difficulties
 - service users
 - people with disabilities and learning difficulties
 - Older people
 - Women

- LINK workshops were held at the Stronger Communities Programme annual conference which attracted around 100 local individuals, groups and organisations from all priority groups
- There was a strong LINK presence at the CVSF Annual General Meeting.
- The first newsletter has been produced and distributed. It is expected that this will become the main vehicle for information to LINK participants. The newsletter has been provisionally scheduled bi-monthly.
- Individuals have been targeted through press and publicity for the steering group election and launch event. A one-page feature in City News led to several enquiries.
- Voluntary & community groups have been targeted using existing CVSF channels of communication. Outreach to groups and organisations in the community and voluntary sector has been targeted at organisations which work with or represent priority groups
- The steering group elections (see above) have focussed on ensuring balanced representation at this key group.

Issues responded to by the LINK

- The LINK will start looking into and responding to issues once protocols and structures are fully established (see below). On this basis and on the advice of the LINK Interim Steering Group, no issues have yet been looked into, although all issues raised have been logged.
- The LINK has been developing a tracking system to ensure that issues are followed up effectively and systematically.

Satisfaction with the LINK

- With the exception of specific activities such as events, for which detailed evaluation reports are produced, it is too early to report on the level of satisfaction with the LINK and the Host amongst participants and service providers, however it is anticipated that by Quarter 3 it will be possible report on this.
- No complaints have been received.

Finance

- Details of money spent to date against budget can be found in appendix A.
- There is a seeming underspend on salaries however this is due to the salary arrangements for the LINK interim staff, and is therefore balanced by an overspend on professional fees.
- Other variations e.g. the underspend in participation costs are due to the six-month start up period and it is anticipated that expenditure will be balanced at the end of the financial year.

Other business administration

- The following draft policies and procedures have been developed and awaiting discussion and approval from the elected steering group:
 - Draft Terms of Reference
 - Code of Conduct
 - Complaints
 - Expenses & Service User Payment
 - Conflicts of Interest

- Code of Conduct for visits & inspections
- The following draft policy is in the process of development and awaits approval by the LINK Reference group:
 - Rules of engagement agreement

Appendix A:
Expenditure against budget, 6 months from April to September 08

As of
30/09/08

	<u>LINK</u>	
	<u>Apr - Sep 08</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4000 · Grants Receivable	65,000.00	65,000.00
4300 · Fee Income	0.00	
4500 · Other Income	0.00	
4600 · Bank Interest Receivable	0.00	
Total Income	<u>65,000.00</u>	<u>65,000.00</u>
Expense		
Direct Costs		
5110 · Partnership Projects	0.00	7,500.00
5120 · Professional fees	11,095.00	
Participation Costs		
5131 · Rep's expenses	379.85	3,000.00
5132 · Representatives support costs	1,443.36	4,999.98
5133 · Representatives fees	0.00	
Total Participation Costs	<u>1,823.21</u>	<u>7,999.98</u>
5140 · Members expenses	148.84	
Communications & Marketing		
5151 · Quarterly Magazine	0.00	
5152 · Printing & Publicity - P	1,494.43	1,774.98
5153 · Annual Report	0.00	
5154 · Printing & Publicity - G	325.35	707.46
Total Communications & Marketing	<u>1,819.78</u>	<u>2,482.44</u>
Event Costs		
5161 · Room Hire & Event Costs - P	1,801.86	1,800.00
5162 · Room Hire & Event Costs - G	609.75	884.34
Total Event Costs	<u>2,411.61</u>	<u>2,684.34</u>
Postage		
5172 · Postage - G	122.62	477.54
Total Postage	<u>122.62</u>	<u>477.54</u>
5180 · Telephone & Internet	210.95	353.76
Office Costs		
5191 · Office Supplies	183.50	707.46
5192 · Books & Subscriptions	171.45	176.88
5193 · Office Equipment - Capital	39.90	795.90
5194 · Computer Equipment - Capital	338.08	499.98
Total Office Costs	<u>732.93</u>	<u>2,180.22</u>
Total Direct Costs	<u>18,364.94</u>	<u>23,678.28</u>
Staff Costs		
5210 · Salaries	18,068.96	30,022.62

5220 · NI 'ers	1,646.70	2,976.78
5230 · Pension	297.75	954.96
5240 · Staff Training	10.61	600.48
5250 · Additional Volunteer expenses	0.00	75.06
5260 · Staff Travel	109.15	150.12
5270 · Recruitment	3,152.41	1,000.02
Total Staff Costs	23,285.58	35,780.04
Establishment Costs		
5310 · Rent	1,471.40	1,471.50
5320 · Insurance	516.80	176.88
5330 · Cleaning & Maintenance	45.92	353.76
Total Establishment Costs	2,034.12	2,002.14
Management Costs		
5410 · Audit fees	0.00	530.64
5420 · Accountancy fees	133.25	884.34
5430 · Legal Fees	0.00	176.88
I.T.		
5451 · Maintenance contract	352.84	530.64
5452 · Database contract	530.64	530.64
Total I.T.	883.48	1,061.28
Governance costs		
5463 · Trustee Expenses	21.22	
5461 · AGM	0.00	265.32
5462 · Strategic planning	7.07	176.88
Total Governance costs	28.29	442.20
5470 · Bank charges	15.99	35.40
Total Management Costs	1,061.01	3,130.74
Total Expense	44,745.65	64,591.20
Net Ordinary Income	20,254.35	408.80
Other Income/Expense		
Other Expense		
9999 · Contingency	0.00	55.08
Total Other Expense	0.00	55.08
Net Other Income	0.00	-55.08
Net Income	20,254.35	353.72

Appendix B:

Priority under-represented Groups

Outreach work will focus primarily on the following under-represented groups:

- Women
- Black Minority and Ethnic Groups – based on the categories from the census (including migrant workers, asylum seekers, gypsies and travellers, faith communities and those whose first language is not English)
- Children and young people (including children in care, young adults and students)
- Older people
- People with disabilities, including learning difficulties and mental health problems
- Carers
- Lesbian Gay Bisexual and Transgender groups

Other under-represented groups may be targeted as a secondary focus:

- Those who are homeless
- Ex-offenders
- Those Not in Education Employment or Training
- Substance misusers
- Social housing tenants
- Lone Parent Households

