

Transition Steering Group
Minutes of the meeting held on Wednesday 28th October 2009
6-8pm, Committee Room 5, Harrow Civic Centre

Attendees:

Name	Initials	Organisation
Councillor Jean Lammiman	JL	Harrow Council
Councillor Navin Shah	NS	Harrow Council
Rob Lewis	RL	Community representative
Digvijay Jadeja	DJ	Community representative
Punitha Perinparaja	PP	Community representative
Julia Smith	JS	HAVS
Heather Kerswell	HK	Harrow Council
Kashmir Takhar	KT	Harrow Council

Apologies received from: Sonoo Malkani (SM)

1. Minutes from last meeting: KT had amended these to reflect DJ's correction circulated by email on 16th September that the Group had agreed to pay Dignity for the work completed. With this correction the minutes were agreed as an accurate record of the meeting.
2. Update on consultants: Three applications were received. RL, NS, SM, JL and KT met to shortlist candidates. One candidate was not shortlisted. The other two candidates were invited to provide a short presentation on their proposal and answer a set of questions. It was agreed that both consultants presented approaches that were worthwhile. DJ suggested that before proceeding references are taken up for the preferred candidate. *Action: KT to seek references and ask Karen Chouhan for a short briefing note.*
3. Transfer of HCRE functions and finance report: JS reported that the EHRC (Equalities and Human Rights Commission) have made an in-principle offer of 60k to support the work of the Case Worker. JS requested a supporting statement from the Transition Steering Group / Council stating that the Council were committed to setting up an independent equalities body.

JS presented an update on HCRE finances. There was a concern that there may be a shortfall in funding to cover costs to the end of the year. NS queried whether or not there was any shortfall in the grants pot that could be used to address this. JL confirmed that the council is committed to addressing the issue.

Action: KT and HK to provide a statement.

Action: HK/KT and JS to meet to review financial position.

JS reported that the HAVS auditors will undertake the audit of HCRE finances and provide closing accounts by the end of next week. JS is awaiting costs. The work reports were noted. JL asked members of the Group if they had any issues to address these directly with JS. It was agreed that another update should be provided in two months time.

4. Any other business: There was no other business.
5. Date of next meeting: 25th November PLEASE NOTE EARLIER START TIME.