

1. SLA and Job has been authorised by Task Group and F&G so can go ahead, anyone on the board or sub groups that is interested please notify Nicky by Friday
2. Set up a meeting asap with Nicki and Ange to discuss the reports required from the worker – Marys report is not sufficient and must be ready for F&G first. Sorting out a work plan for Mary is a priority
3. If minutes are sent to me to correct/update then I do not expect to receive the original copy!
4. All minutes need to be distributed at least 3 days prior to the meeting, we need to have a generic format implemented
5. What is the matter with the IT? Please can you get SKIP in to do a complete check of everything we can not afford to have all this downtime especially if we are going to have another member of staff
6. You need PB authorisation for a new computer for the new post, spec to be advised
7. Authorisation from PB for a new printer A3 double sided is required spec to be advised there is money in the office resources budget for this, other stationary resources will also be required
8. Looking at the desk situation for the new person is a priority
9. Highlight to the PB how much it is costing the project by members having coffee mornings in the office meaning Mary is unable to get on with her work.