

**ERBIF Steering Group
Meeting Minutes
24 September 2008
12.00 – 13.30**

Attendees: Janet Luck (chair), Angela Beric, Gill White, William Challis (from 1300 hours)

1. APOLOGIES

Emma Truin

2. MINUTES

The minutes were agreed as an accurate representation of the previous meeting.

3. MATTERS ARISING

3.3 Action complete.

3.6 The group agreed that it would be more appropriate for each County ABIF to invite their local Lead Managers for Individual Budgets to present on this topic as the approach varies from County to County.

3.9 Neil Cawthorne has confirmed his availability as a speaker for the June 2009 conference.

3.11 And 6.3 JL spoke to GW regarding the setting up of an Essex ABIF. This has now enjoyed its 3rd steering group meeting and aims to hold its inaugural meeting on 5th March 2009 in Chelmsford.

3.12JL spoke to Mike Hope regarding a loose 'affiliation' with UKABIF. A meeting with other ABIFs has taken place in London since then.

3.13SC has forwarded dates of meetings and events to the UKABIF administrator.

3.14Rob Poppleton's presentation has now taken place.

6.5 The Cambridge group has since met and Angela has agreed to discuss with the group the possibility of adopting similar Aims and Objectives to the Essex ABIF. **EB**

10. WEBSITE

Due to lack of time, an assumption was made that all issues relating to the website have been resolved.

4. 2009 CONFERENCE

Much discussion centred around this topic but, due to limited time, it was agreed that JL would draft a programme within the next two weeks and circulate for comment. It was thought that the theme of 'Individual Budgets v Capacity Issues' with, possibly, Neil Brookes as a keynote speaker may elicit a good deal of interest. **JL**

Members to email JL with names and contact details of Lead Managers within their County within next 2 weeks. **ALL**

5. ERBIF MEETINGS AND PRESENTATIONS 2009

- 5.1 25th February – Optua and Icanho (TBC)
- 5.2 Thursday 30th April – All day ERBIF conference at Taylor Vinters.
- 5.3 24th June – Templehead (confirmed) WC to enquire about premises
- 5.4 Thursday 10th September – TVs provisionally booked.
- 5.5 25th November – TVs provisionally booked.

However, during discussions regarding ERBIF's remit and Terms of Reference (see item 7), the unconfirmed dates may be subject to change.

6. UKABIF

This item was discussed under 'matters arising'.

7. TERMS OF REFERENCE

The group felt that the two new ABIFs if Essex and Cambridgeshire was a positive outcome for ERBIF. This prompted discussion on ERBIF's purpose and it was agreed that this had evolved into being that of supporter and facilitator for the County ABIFs. As such, JL agreed to incorporate some of the suggestions into a revised, draft 'Terms of Reference' document and circulate to the group for comment.

It was also acknowledged that it may now be appropriate to have extended meetings twice rather than 4 times a year, with the inclusion of feedback / discussion with County ABIFs on the agenda. (Please refer to item 5). This issue will need further discussion and conclusion at the next meeting. **ALL**

8. NEXT MEETING

The next meeting TBC