

Date: Monday 23 February 2009

Time: 09.30 Coffee, 10.00 Start

Location: Durrant House Hotel, Bideford

Co-chairs: Jill Smith and Richard Cawthorne

Item	Title	Lead
1	Open Meeting: – Welcome/apologies and introductions - Terms of Reference	Richard Cawthorne
2	General overview and direction	Jill Smith
3	Updates: <ul style="list-style-type: none"> • Feedback from County Forum • Domiciliary care, commissioning and tendering • Externalisation 	Jill Smith Jill Smith Jill Smith
4	Workforce development/planning	Katy Kerley
5	Fees: process for setting – current position	Richard Cawthorne Ian Gibson
11.15	Coffee	
6	Groups: <ul style="list-style-type: none"> • Discussion of your current issues • What would you like to see on the next agenda • What is going well / What could be better 	
7	Open Forum – discussions from group work	Jill Smith
8	Next meeting	Chairs
9	13.00 - Lunch	