

Working Party 21st August 2013

Attendees: Ian Henderson, Susan Crichton, Kay Linnell , Andy Parsons, Alan Bates, Andy Holt, Ron Warmington

Not Present: Alwen Lyons, Angela Van-Den-Bogerd,

Key Decisions:

1. Agreed to move the launch of the Mediation pack and press release to Tuesday 27th August.
2. Agreed to extend the end date for applications from the 31st October to Monday 18th November due to the start date being later than originally expected.
3. Signed off the Part 1 of Mediation pack to be sent to SPMRs

Actions:

	Action	Who
1	Mediation Pack - Part 2 <ul style="list-style-type: none"> - Case questionnaire to be completed by midday 26th. - Update FAQs, Funding etc and distribute on 27th am. - All review doc and have comments for 28th Meeting. 	Ron/Ian Andy All
2	Independent Chair <ul style="list-style-type: none"> - Send JD for review by 22nd August - Susan and Kay to discuss process to agree chair on 22nd August - Compile inputs for list of possible chairs 	Susan Susan/Kay Susan
3	Send Press Release to the group	Susan
4	Training day <ul style="list-style-type: none"> - Leads to prepare content for review session on 30th Aug - Check road works for hotels in central Birmingham 	Ron, Ian, Andy P, Angela Andy H
5	Professional advisors <ul style="list-style-type: none"> - Update list of advisors so the group can agree final list at the meeting on 28th August - Agree go ahead on training day on 28th August 	Andy P, Ron, Ian and Kay All
6	Mediation pack <ul style="list-style-type: none"> - Apply PO logo's and create required docs for distribution. 	Andy H