

Sparrow Steering Group

Key points and actions from meeting 10.30pm 5 November 2013

Present:

Chris Aujard
Chris Day
Martin Edwards
Andy Holt
Belinda Crowe
Lesley Sewell
Alwen Lyons
Andy Parsons
Sophie Bialaszewski
Rodric Williams

Apologies

Angela Van Den Bogerd
Paula Vennels
Mark Davies

1. **Attendees at Steering:** agreed the following people would make up the core steering group

- a. Paula (chair) with substitute Chris A
- b. Chris A (sponsor)
- c. Charles C for Finance
- d. Andy H for IT/Programme
- e. Belinda C
- f. Mark Davies with Sophie and second

SMEs as required, for this meeting Andy P and Rodric W

Other members (Chris D, Lesley S, Alwyn L) left the meeting.

2. **Settlement policy:** The steering group made comments on some aspects of the policy but agreed that following these changes it was approved. They agreed there was no need to review the updated policy in the meeting and to just distribute the policy by email.
 - a. **Action 8-Nov: Andy P** to complete changes.
 - b. **Action 12-Nov: Rod W and Chris A** to prepare a paper for the next ExCo meeting to gain their approval.
 - c. **Action 1-Dec: Charles** to apply the policy to the initial sample of full case submission so provide a Steering with an understanding of budget implications.
 - d. **Action 1-Jan: Charles** to apply the policy to full set of submission when all full cases are submitted at the end of December.