**Events Planning Meeting**

**Held at AmicusHorizon Offices, Roman Square, Sittingbourne**

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| **Reference** | **Action/Decision** | **Timescale** | **Lead person** | **Notes/Outcome** |
| **Notes of Meeting held on 5 December 2016** | Notes of the meeting held on 5 December 2016 were agreed with matters arising being addressed during the course of the meeting. | N/A | N/A | Notes agreed. |
| **KHG Seminar 2017 – Speaker Update** | JP to write to Roger Gough to thank him for agreeing to speak, give information on what we want him to speak on, etc (Set scene for the day).  LC to speak to AC regarding suggestions for possible afternoon speaker.  Group members to give views on suggested Agenda times and speakers, etc (see Notes/Outcomes column) | Immediately  By next meeting | JP (done)  LC  ALL | EM has written to Gavin Barwell and David Buck  Roger Gough has confirmed he will attend  Suggested Timetable:  8.30-9 am Registration  9-9.30 am Tea and Coffee  9.30 am Welcome by Satnam  9.35 am Scene setting – Roger Gough  9.45 am Gavin Barwell  10.05 pm David Buck  10.25 am Q & A  10.45 am Break  11.05 am Join Workshops  11.15 am Workshops  12.15 pm Lunch  1.30 pm Speaker(s)  Suggestions for PM session – Andy Gale and CE of Crisis?  Better Care Health Lead for SE – Mary Hill?  2 pm Q & A  2.20 pm Join Workshops  2.30 pm Workshops  3.30 pm Tea, Coffee Networking |
| **Delegate Fees and Free Places** | Agreed to keep fees the same as  2016  Payment Arrangements (*not discussed*)  Provisionally agreed for JPPB to fund seven CCG places at the Member Early booker rate – LC to confirm with JL |  | LC | 2017 Delegate Fees:  **Early Bookers**:  Members £99  Non Members £120  **Later Bookers**:  Members £12  Non Members £150  Market Place £500 |
| **Photographs at Events** | Agreed to use professional photographer again (Stuart Thomas). JP to establish cost. | By next meeting | JP | Stuart Thomas has quoted the price for July would be £550 plus Vat and £350 Plus vat for September. He has discounted the July date.  Images would be ready for the next day and available by either Dropbox (his preferred choice) or We transfer. |
| **Seminar Brochure** | DB to check if Golding would be able to produce this again  JP to produce a timeline for production of this | By next meeting  By next meeting | DB  JP (Done) |  |
| **Excellence Awards – Final Categories** | JP to amend suggested categories and circulate by next meeting.  JP to look at last Kent Design Awards to see if there is scope for a category on development for KHG Awards | By next meeting | JP | Done  Done |
| **Excellence Awards Dates – Deadline for Submissions, Assessment Day and Awards Day** | Deadline for nominations is **Wednesday 26 August 2017 (12noon).**  Assessment day suggested as **Friday 4 August 2017**  Suggested **13 September** as Awards day  Discuss launch date and marketing at next meeting (Agenda) | 14 February | JP |  |
| **Venue for Awards** | Comparison of venues – LC to establish cost at Maidstone Hilton  JP to check KEC | By next meeting | LC  JP | JP requested a quote from Maidstone Hilton, but based on information from LC cost would be around £2000 [including VAT?] for 90 attendees.  KEC have quoted £21 per head (£1890) plus VAT.  Based on last year (with a little uplift) Oakwood works out under £1,500 – I don’t think we pay VAT due to booking being via KCC. |
| **Excellence Awards Brochure** | DW to ask about WKHA producing brochure again | By next meeting | DW |  |
| **Update on arrangements for Housing Strategy Refresh Launch, 2017, venue, etc** | No discussion on this point | Add to next Agenda | JP |  |
| **MH Workshop – 27.02.2017** | Work on this is virtually done.  KHG to manage invitations/bookings  DW to speak to JL, BP and TK | ASAP | DW | Notification sent out by RS and JP collating a list of attendees. |
| **Other KHG Events 2016/2017 Dates and Themes** | None at present – retain on Agenda  LC arranging a YP Pathway Day on 22.02.2017 at ABC – possibly.  JP to send out information.  Need to arrange a half day Workshop on Vulnerable Adults |  | LC | For next Agenda |
| **Future Meeting Dates** | Teleconference or at Roman Square (RS) – Agenda and papers will be available on the KHG Website about one week beforehand:  14 February (T) 10.30-11.30 am  14 March (RS) 2.30-3.30 pm  20 April (T) 2-3 pm  16 May (T) 3 pm  15 June (RS) 2-4 pm |  |  |  |
| **AOB** | Agreed to discuss Workshops at next meeting |  | JP | For next Agenda |
| **Next Meeting** | **Teleconference –** 14 February 10.30-11.30 am |  |  |  |