

**Minutes of the Community Care Committee meeting held on Wednesday 11 April 2018
at 2pm.**

Present: H M Smith (HMS) (Chair), T Ebbon (TE) Warden, Community Care Scheme, A Bradnam (AB)

In attendance: S Corder – Clerk
N Chillingworth – Priority Placements (agency cover)

1. Election of Community Care Chairman

Defer to October meeting as meeting is not quorate.

2. Apologies for absence

T Leavens (personal), R Farrington (personal)

3. Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda; None received.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None received.
- c) To grant any requests for dispensation as appropriate. None received.

4. Approval of the Minutes of the Community Care meeting held on 11 April 2018.

Defer to October meeting as meeting is not quorate.

5. Community Care Warden list of courses attended

Personal Safety (due to do part 2).

6. Mobile Warden Scheme Update – Report from Mobile Warden

TE tabled her report and gave an update on her clients. It was **AGREED** that this report should be marked up as “Confidential” and dated.

TE is at full client capacity. Clerk to check policy on how clients are referred to the Warden.

TE – Due to GDPR do clients need to sign a form giving consent for their details to be shared with MCC and Priority Placements (agency holiday cover)? HMS – So we are covered for GDPR Clerk to provide a form for clients to sign giving permission.

7. Client Care Waiting List

TE update – Currently 5 clients on the waiting list referred by the GP.

AB suggested to look into making the scheme bigger – extra staff and to consider the budget for next year.

To be discussed further at October meeting.

8. To AGREE request for purchase of a laptop for the Community Care Warden

TE report that she currently uses her work phone to type and correspondence and her reports. The work phone does not have enough storage space for this to continue and ask if a laptop could be purchased for her work. It would need WiFi and would be pass worded. Clerk to ask World Of Computers for quote for a laptop and an android tablet. **To consider at October meeting.**

9. Community Navigator Report

TE has been giving ongoing support and advising/helping local residents with general issues. A very grateful email was received from a Barnabas tenant for the work TE assisted them with. This is a voluntary position linked to the Cambs Care Network.

10. To DISCUSS Satisfaction and Comments Questionnaires received

A further questionnaire form has been received from a client with excellent and positive feedback. These will be redacted to remove names, and scanned and filed as we may use them when applying for grants.

11. To AGREE extra budget for staff cover due to work constraints

TE reported that with the current client list she is finding it time restricting to get all her duties done in the time given. TE has asked if cover can be arranged during busy times to help ease the work load. **Budget to be considered at October meeting.**

12. Barnabas Court Update

Nothing to report. Currently there is 1 vacant flat.

13. Any Other Business

TE - To confirm staff holidays and arrange cover with Priority Placements

14. Date of Next Meeting

10 October 2018 at 2pm

Meeting closed 12:30pm

Signed: Dated:

DRAFT