

MILTON PARISH COUNCIL

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COMMUNITY CARE COMMITTEE

To all members of Milton Parish Council Community Care Committee

For information to all members of Milton Parish Council

You are summoned to the next meeting of Milton Parish Council Community Care Committee

to be held in the Bowls Pavilion on Wednesday 10 October 2018 at 10:30am

Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coker*
Date of issue: 2 October 2018

AGENDA

1. **Election of Community Care Chairman.**
2. **Apologies for absence: to receive and approve apologies for absence:**
3. **To APPROVE the minutes of the Community Care meeting held on 11 April 2018 : (Appendix 1)**
To APPROVE the minutes of the Community Care meeting held on 11 July 2018 (Appendix 2)
4. **Declarations of interest and dispensations:**
 - a) To receive declarations of interest from councillors on items on the agenda;
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any);
 - c) To grant any requests for dispensation as appropriate.
5. **Community Care Warden list of courses attended (Tabled)**
6. **Mobile Warden Scheme - Report from Mobile Warden (Tabled)**
To CONSIDER using the Information Sharing Consent Form
7. **Client Care Waiting list – Update**
To CONSIDER making the scheme bigger and CONSIDER budget for next financial year
8. **Policies**
To AGREE changes made to Safeguarding Adults Policy
9. **To AGREE request for purchase of a laptop for the Community Care Warden**
Quote from World of Computer £450.00 plus £106 for MS Office 2016
10. **Community Navigator Report (Tabled)**
11. **To AGREE extra budget for staff cover due to work constraints**
12. **Barnabas Court Update**
13. **Complaint Received**

Motion to exclude public and press

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be

transacted at Agenda Item 13. namely: Complaint received

The public and press will be temporarily excluded from the meeting at this point and any present are herewith to withdraw.

14. Any Other Business

15. Date of next meetings

January 16 2019 at 11:30am

Clerks Office

The full agenda papers are available on the website www.miltonvillage.org.uk and at the Parish Council office.

Appendix 1

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), T Leavens (TL)

In attendance: S Corder – Clerk

1. Apologies for absence

All in attendance

2. 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.

3. Approval of the Minutes of the Community Care meeting held on 11 October 2017.

Approval of the Minutes of the Community Care meeting held on 10 January 2018.

It was Proposed by HMS that the minutes of the meeting be approved and signed as a true record – **ALL AGREED.**

Arising: the Clerk confirmed that the PAYG mobile phone for the relief warden would be purchased by June.

4. Community Care Warden list of courses attended

Information Governance and Reablement (due to do part 2)

5. Mobile Warden Scheme Update – Report from Mobile Warden

TE shared with the committee copies of the papers in each client's folder.

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

6. Community Navigator Report

TE has been giving ongoing support and advising/helping local residents with general issues.

7. Discussion of Community Care Scheme Questionnaires and Suggestion forms received

10 questionnaire forms have been received from clients and one compliments form, all 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.

8. General Data Protection Regulations

Due to data protection rules it was agreed to carry on using clients initials in the reports given.

TE will continue to gain permission from the clients before any personal information is used.

Due to the sensitivity of the information kept about each client, it was agreed that a contact/information sheet will be given to staff covering the warden's holiday absence, detailing essential information for each client. The keysafe numbers are sent securely and separately.

9. Policies and Risk Assessments to be Reviewed

Aims of Scheme – to be revised to include the 2 levels of support. It is thought that a new Aims document was worked on by AB and DS in 2015/16.

Protection of Vulnerable Adults – AB to check for any policy updates since Jan 2015

Community Care Risk Assessment – amendments to be made: dockets to be replaced by dosset boxes, mention the personal alarm provided to and carried by the warden, and advice to shout 'Fire' if the warden is being attacked, to draw public attention and summon help.

10. Barnabas Court Update

Nothing to report.

11. Grant Funding Update

SCDC has awarded the Community Care Scheme £2,155 towards ongoing costs.

12. Any Other Business

Care Network Cambs tweeted, 'We can't praise her enough. The system works really well. It's nice to know that the Mobile Warden Service in Milton is so highly thought of'.

The prices quoted on our website are to be updated, and some new photos will be taken to replace ex-residents photos.

13. Date of Next Meeting

11 July 2018 at 2pm

Meeting closed 3:50pm

Signed: Dated:

**Minutes of the Community Care Committee meeting held on Wednesday 11 July 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 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: