

# Sapcote Good Neighbour Scheme

## Minutes of meeting 10<sup>th</sup> February 2016

**Present:** Peter Bradbury  
Tony Jenkins  
Alison Owen  
Neeley Jackson  
Annette Harbour  
David Hoults  
Martin Eales  
Mansi Bhatt

**Apologies:** Ann Falconer  
Estelle Rogers  
Estelle Rowley  
Barbara Hanwell  
Mary Wagg

### **Welcome**

### **Action**

Jo Ling gave a brief overview of what a Good Neighbour Schemes is, she explained that it is run by volunteers and coordinated by a mobile phone which is held on a rota basis for a period of one week or two generally. The scheme is there to offer 'one off' support (with the exception of befriending). A scheme is covered by Public Liability and Personal accident cover. She gave a brief resume of other schemes in Leicestershire and Rutland that are established and explained that the Sapcote project had the full backing of the Parish Council and had been lucky to receive 50% funding from Blaby District Council who were keen to establish four schemes in Blaby District in 2016. Following a successful submission to Leicestershire County Council, the balance had been offered to cover the cost of starting a scheme. Annual costs for running a GNS include insurance premiums, a mobile phone contract and monies for promotional materials, these costs are usually in the region of £500- 750.00. Some of the other schemes fund raise to cover these annual costs, others have received donations or corporate sponsorship.

Jo explained that a Good Neighbour Scheme is there to complement existing help and 'signpost' those in need to other organisations too, if relevant. It is important to establish what other help there is in the community already.

### **Results of residential survey**

From the responses received to date, those in need of help require assistance with minor household jobs/ repairs, gardening and would like someone to visit them for a chat, help with transport to shops or medical appointments, collection of shopping, prescriptions or other essentials and support with gardening and using the internet. Jo explained that the group need to decide the scope of the scheme and that it wasn't there purely to provide lifts. She gave examples of befriending, reading to a partially sighted person, giving full time carers

a break or assisting someone short term who has been ill, had an operation or has recently been bereaved. Volunteers offer to do what they can, when they can, volunteering shouldn't be a huge commitment, the more volunteers that come forward the lighter the time commitment to everyone. Start small and grow, don't expect to be inundated with requests to start, it takes sometime to establish a scheme and gain the confidence of the more vulnerable in the community.

### **Next Steps**

To find out what support is already available. Lifts to hospital appointments were discussed. COMMBUS cover some of the villages, but what help is their scope?

**All**

Certainly one of the GP Surgeries deliver prescriptions, do all the Doctor's practices locally offer the same service?

**All**

Jo asked if the group felt they would benefit from a member of another steering group attending a future meeting to have an informal discussion about the Good Neighbour Scheme they represent? All agree this would be very beneficial, Jo to organise.

**JL**

### **Forming the Steering Group**

In order to get the project started principal members of a Steering Group are required, which include a Chair, a treasurer and a secretary. Jo explained that these roles are not onerous and really the work is in the initial 6 month period when it is anticipated that monthly meetings are required.

Tony Jenkins offered to become secretary to the group.

### **Policies and procedures**

CONSTITUTION. Jo circulated a hard copy of a draft constitution that most GNS groups have adopted, she will forward this electronically too. The key elements are to decide what the group should be called and what number they should consider quorate. It will be discussed and amended at the next meeting.

**JL**

SAFEGUARDING. The group will need to adopt a Vulnerable Persons Policy. All volunteers or committee members have a duty to safeguard vulnerable people who may use the scheme. They should respond to any concerns they have regarding someone who they have concerns about. This could be emotional or psychological abuse, physical or financial exploitation for example.

All groups need to have a safeguarding representative or lead that they can raise their concerns to in confidence. The nominated representative will raise concerns to the Local Authority Vulnerable Adult Lead Agency.

Tony Jenkins offered to undertake this role because he has already volunteered for the same role for the community library and will be

attending a specific course in the near future.

**BANK ACCOUNT.** Three unrelated signatories will be required to open a community bank account. These are usually the Chair, the Treasurer and the Secretary.

**DBS CHECKS (Disclosure and Barring Service).** All volunteers and committee members must undergo a DBS vetting. This was formerly CRB. No member of the group will have unsupervised access to vulnerable adults unless they have been through the safeguarding recruitment procedure.

### **Future meeting dates**

The next meeting will be held at 7pm on Wednesday 9<sup>th</sup> March at the Sapcote Sports Pavilion. Meetings will be held monthly to start. After the GNS is established meetings will only be necessary alternate months or quarterly. RCC support will be available throughout this period and they have a strong network of other Good Neighbour Schemes who are willing to offer pier support.

### **AOB**

There being nothing else to discuss the meeting was closed at 7:40pm.

### **Post meeting**

Alison Owen emailed Jo Ling to offer to Chair the Group. Estelle Rogers is happy to be the Treasurer, but hasn't got the time at the moment to undertake the initial set up, so another volunteer is still required to initiate the bank account.

**All**