

# The Ivers Good Neighbour Scheme



Minutes of the 4th Meeting of the Organising Committee held on  
Friday 10 March 2017 at 21 Bathurst Walk, Richings Park

Present: Mike Kennedy, Chair; Paul Griffin, Chris Jordan, Hilary Quincey and Graham Young

Mike welcomed everyone and thanked Hilary for hosting the meeting.

## 35. Minutes

The Minutes of the third meeting held on 17 February 2017 were received, approved and signed by the Chair as a true record save for a correction to the date of the meeting of the Iver Parish Council that was held on 6 March not 29 March.

## 36. Matters Arising

### (i) Appointment of Officers

Chris reported that he had been formally appointed to represent Iver Parish Council while Paul confirmed that he had been appointed to serve on the committee as the South Bucks District Council's nominee.

### (ii) Bank Account

Mike reported that our application to open an account with Metro Bank was still under consideration. He had that morning followed up an email from George Norcliffe, the local business manager, who had indicated the account should have been opened on Wednesday last. Copies of the minutes of the inaugural meeting had been once again emailed and a further response was awaited.

Towards the end of the meeting, Mike checked his emails and reported that Mr Norcliffe had replied that certain key information around who the signatories are and the signing rules they must operate under, was missing. For the avoidance of doubt it was **RESOLVED** the three signatories on the account shall be:

The Chairman: Mr Michael Kennedy

The Secretary: Mrs Hilary Quincey

The Treasurer: Mr Graham Young

and that any 2 from these three signatories shall be authorised to sign cheques. The constitution will be amended to reflect this change.

### (iii) Independent Examiner

The two potential independent examiners suggested at the last meeting had yet to be consulted. **ACTION: PG and CJ to follow up.**

### (iv) Funding Opportunities

Mike reported receipt of a formal letter confirming the award of funding to The Ivers Good Neighbour Scheme from Wexham & Ivers LAF, the acceptance of which must be acknowledged within four weeks. The award of £2,125 appeared to be conditional on the submission of invoices with proof of expenditure which could prove to be difficult given the problems of opening a bank account. Mike thought it had been

agreed that the award would be paid to Iver PC and released to the GNS, an arrangement that had been made between SBDC and IPC for the £600 grant.

**ACTION: MK to clarify the position with IPC and BCC**

As part of the award conditions it is a requirement that the logos of Bucks County Council and South Bucks District Council are displayed. **ACTION: PG to ensure the logos of BCC and SDBC are displayed on all publicity material, as a footer on all documents, and on the <http://theivers.org.uk/> website.**

**(v) Charity Registration**

Graham had suggested that we could register with HMRC as a charitable enterprise. Mike reported that Form CHA1 had now been discontinued as the process was abolished last year. **ACTION: GY agreed to progress the application with the Charity Commission, given his previous experience, when the bank account is opened.**

**(vi) Data Protection Act.**

It was noted that we are exempt from having to register with the ICO provided we comply with the Data Protection Act (which we can do by adopting and implementing standard policies), and are only maintaining client and volunteer data for the purposes for which it has been requested (i.e. the operation of a Good Neighbour scheme). **ACTION: MK to review the standard policies and customise them for our scheme.**

**(vii) Health and Safety Policy**

It was still unclear as to the necessity or otherwise of a policy to cover health and safety in the workplace. Paul had spoken to a colleague and the issue is under investigation **ACTION: PG to follow up.**

**(viii) Dealing with Vulnerable People**

A question was put by Chris at the last meeting as to whether we needed a process for dealing with vulnerable people. Mike indicated that this would be addressed as part of our safeguarding training and incorporated within the Drivers' induction pack.

**(ix) Wheelchairs**

The meeting discussed the need to purchase the two wheelchairs before the planned launch date. Given we are still setting up our database of clients and in the absence of a bank account it was **RESOLVED** to defer purchase for the time being but that the opportunity be taken to explore what other groups recommend in the way of lightweight wheelchairs **ACTION: MK to follow up**

**37. Establishing our Client Base Pre-registration Form**

A draft Registration Form, prepared following a meeting between Mike, Chris, Debi Game and Jacqueline Austin-Lavery, was circulated, discussed and approved. Mike had issued these forms to two people who had sought transport and these had been returned to Hilary. It was agreed that Mike prepares a letter outlining the GNS for distribution to the two GP practices in Iver and Iver Heath with a supply of registration forms and stamped addressed envelopes. **ACTION: MK to write to GPs with supply of forms; HQ to prepare address labels for return envelopes.**

### **38. Recruitment of Volunteers**

Nine expressions of interest for the position of volunteer driver have been received to date including Paul Griffin and Michele Neddleman, a former member of the Bull Community Group, while three others had volunteered for the co-coordinator role.

The driver application form had been redesigned to include additional information about vehicle, insurance, MOT details, and referees. The redesigned form, based on the Hampshire model, was circulated at the meeting and agreed subject to the removal of Saturday and Sunday from the times drivers are available. The new form would need to go out to all existing volunteers who had previously expressed an interest. **ACTION: MK**

A sample ID card was circulated; drivers would need to supply a passport photo which would be fixed to the ID card and laminated. **ACTION: MK to follow up**

### **39. Publicity**

The apparent absence of posters around the village was not thought to be a particular issue given we appear to have an adequate number of volunteers and our client base has yet to be established. However, leaflets in GP surgeries would further help to promote the scheme. A supply of leaflets distributed in churches, surgeries, libraries, shops etc, would also attract potential clients and further promote the scheme, once the contact telephone number is obtained. **ACTION: PG /GY**

The local press would need to be contacted ahead of our proposed launch date as this would be a good news story. Paul offered to prepare a draft press release for circulation to the committee for approval. **ACTION: PG**

The poster had been resized and printed in the Church magazine and In and Around Iver while better use of the Iver Community Facebook Group would further promote the scheme. **ACTION: PG**

Other opportunities for promoting the scheme were considered including announcements in churches, residential homes, coffee mornings, and other similar gatherings. **ACTION: ALL**

### **40. DBS Checks and Training**

With the exception of Paul and Michele (see min.no.38 above) all other volunteer drivers have completed their on-line DBS application. All drivers are required to provide identification to complete the verification process. It was suggested that this could take place at the same time as driver safeguarding Training and this was agreed. A suitable venue had been found, the Evreham Youth Centre in Swallow Street, and a suggested date of Thursday 23 March was agreed. **ACTION: MK to confirm training day and venue and write to all drivers.**

### **41. Operating procedure for arranging transport to GP surgeries**

Chris had repaired procedural notes for arranging transport to GP surgeries along with a job record sheet, driver record of expenses, a spreadsheet to reconcile donations and expenses, and a donation envelope. There followed a lengthy discussion on the merits or otherwise of recording information directly on-line as against a paper record for subsequent transfer on line. Graham had also done some initial work on producing an excel based spreadsheet which could be diverted via a drop box although all co-ordinators would require to have this on their PCs.

The general feeling of the meeting was that a paper record would work as an interim measure although the whole procedure would need to be tested as part of the soft launch.

#### **42. Telecommunications**

As part of the operating procedures, communication between the coordinators and drivers was discussed. Graham suggested SMS text messages rather than verbal communications between the two. A coordinators briefing meeting would be needed before the launch date. It was generally agreed that Chris's documents served as good templates but was work in progress. It was agreed that Chris and Graham collaborate their work to produce an operating process for discussion at the next meeting **ACTION: CJ/GY**

#### **43. Report on the Health & Wellbeing Event held on 24 February**

Mike and Chris had attended a Health & Wellbeing Event in Denham where there had been an opportunity to gather and share information about the GNS. It was decided not to progress a training course for volunteer drivers as they were targeting older drivers to rebuild their confidence.

Mindful that the redesigned driver application form now requires the applicant to nominate two referees, Paul offered to produce a standard letter, making use of the job profile for the position of volunteer driver, which would be sent to all referees seeking confirmation as to their suitability for this role. **ACTION: PG**

#### **44. Insurance**

The following insurance cover was agreed: Public Liability; Personal Accident; Legal Expenses; Directors and Officers Liability and Employers Liability. Mike offered to progress when the bank account is opened. **ACTION: MK**

#### **45. Welcome pack for volunteers and Clients**

It was noted with delight that Debi Game is currently writing our induction pack for volunteer drivers.

#### **46. Launch Date**

A soft launch with a tentative date on 3 April was agreed

#### **47. Date of Next Meeting**

**Date of next meeting Monday 27 March at 10am at 21 Bathurst Walk, SL0 9AS – courtesy of Hilary Quincey**

Distribution: Paul Griffin; Chris Jordan; Mike Kennedy; Hilary Quincey; Graham Young;

cc to J Austin-Lavery (Bucks CC); D Game (Community Impact Bucks) Emma Woodbridge (Iver Heath Medical Centre); Anita West (Iver Medical Centre); David Whittaker (Wye Valley Volunteers); and Kathryn Pike for publication on (thank you Kathryn)