

# The Ivers Good Neighbour Scheme



Minutes of the 3rd Meeting of the Organising Committee held on Friday 10th March 2017 at the Jubilee Centre, Iver Recreation Ground, Iver at 10.00am

Present: Mike Kennedy, Chair; Paul Griffin and Chris Jordan

Apologies for Absence were received from Hilary Quincey and Graham Young

## 26. Minutes

The Minutes of the second meeting held on 26 January 2017 were received, approved and signed by the Chair as a true record.

## 27. Matters Arising

(i) **Appointment of Officers** Paul said that he had spoken to the Democratic Services Officer for South Bucks District Council (SBDC) about the appointment of a councillor to serve on the committee. An email had been sent to the Environmental Group and a response is awaited. Chris confirmed that Iver Parish Council would be meeting on 29<sup>th</sup> March to consider the appointment of a representative to serve on the Committee meanwhile Councillor Jordan continues to serve in a voluntary position.

(ii) **Bank Account** The Chair reported that our application to open an account with Metro Bank had been refused on 5 February. Paul had kindly offered to challenge this decision and had emailed his acquaintance, Mark Turrell, a local director with Metro Bank who had replied on 9 February that we had done everything that was needed to open a community account. The matter had been referred to George Norcliffe, the local business manager and a further response was awaited. *(Post Meeting Note) The Chairman telephoned Mark Turrell following the meeting who offered to chase matters up. Although a reply was received from the business manager later that day seeking answers to further questions, all of which have been addressed, confirmation that our account has been opened is still awaited.*

(iii) **Independent Examiner** Two potential independent examiners were suggested by Paul, Carol Clarke; and Jilly Jordan by Chris. Both agreed to pursue  
**ACTION: PG and CJ**

(v) **Funding Opportunities** The Chair was delighted to report that our application to the Local Area Forum (LAF) for £2,125 was approved last night while a grant of £600 from SBDC had also been approved. The SBDC grant would be paid to Iver Parish Council as our bank account had not yet been opened. The former Bull Community Group had met and agreed to wind up their affairs and release the balance on their account, £714.42, to the Ivers GNS. It was **RESOLVED** that the thanks and appreciation be recorded to The Bull Community Group and that a letter conveying our sentiments be sent to their secretary.  
**ACTION: MK**

The original six founder members of The Bull Community Group had all had their initial investment of £50 return to them. This would enable them to return their donations to the GNS which would then qualify for gift aid under the HMRC charity rules. The chair offered to investigate the registration of the GNS as a registered charity with the Charities Commission.  
**ACTION: MK**

## **28. Establishing our Client Base**

**(i) Pre-registration** The Chair advised that Debi Game had indentified a couple of schemes that work in partnership with GP surgeries. A simple client form needed to be designed as part of the pre-registration process. This client form would be issued to GP practices with a covering letter from the Chair explaining the scheme and the involvement of the Ivers GNS. To comply with patient confidentiality, GPs would identify potential clients who would be handed a form and asked to complete it and return it to the secretary in a stamped addressed envelope. The client form would seek relevant information as to disability, wheelchair requirement, regular treatment, destination, frequency of treatment and would require a consenting signature and our assurance as to the confidentiality of the form.

**ACTION: MK to design form and check as to whether our data base requires registration with the Information Commissioner's Office under the Data Protection Act**

## **(ii) Report on the Iver Practice Patient Participation Group (PPG) held on 16.2.17**

The Chair had made a short presentation to the PPG which had been well received and supported.

**29. Charging Policy** Chris had completed his work and circulated a full spreadsheet of roads and suggested fares from every location to every GP practice. It was **RESOLVED** that the proposed fare structure be approved and adopted coupled with the committee's thanks and appreciation to Chris for his work.

## **30. Recruitment of Volunteers**

Nine expressions of interest have been received to date; Paul asked that he be added to the list, while a former member of the Bull Community Group had also expressed an interest.

**ACTION: MK**

It would be necessary to redesign the volunteer expression of interest form for drivers to include additional information about vehicle, insurance and MOT details. It was agreed to adapt the Hampshire registration form for our needs.

**ACTION: MK**

It was agreed that all our drivers would need ID cards on a lanyard. Paul Griffin offered to look into lamination of the cards.

**ACTION: PG**

The Chair agreed to look into designs for the ID cards

**ACTION: MK**

## **30. Publicity**

Posters have been widely circulated within the community save for the Library in Iver Heath.

**ACTION: PG**

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

**ACTION: PG**

Articles were needed for the Church magazine and In and Around Iver. This could be based on the poster

**ACTION: PG**

Further information could be shared on Social Media although a dedicated face book group was not supported.

**ACTION: PG**

The Chair report that [theivers.org.uk](http://theivers.org.uk) website now contains very helpful information about the Good Neighbour scheme including a volunteer registration form; roles and

responsibilities of both drivers and co-ordinators for downloading and even minutes of our meetings.

### **31. DBS Checks and Training**

It was agreed that Data Barring Checks and driver safeguarding Training should be completed in March. **ACTION: MK to write to Debi Game to obtain possible dates and to order 2 wheelchairs**

### **32. Policies and Procedures**

The Chair had completed all relevant policies, which would need to be personalised to incorporate the Ivers GNS, save for Health and Safety as this was not thought to be necessary. Paul to ask a friend for advice as to whether we need a policy to cover health and safety in the workplace **ACTION: PG**

A question on whether we needed a process for dealing with vulnerable people was put. The Chair to seek guidance on this from Debi Game **ACTION: MK**

Chris kindly offered to write up an operating procedure for arranging transport to GP surgeries **ACTION: CJ**

### **33. Launch Date**

Suggested launch date for registration, Monday 27 March, with first transportation offered to clients the following week.

### **34. Date of Next Meeting**

The meeting closed at 11.15 am.

**Date of next meeting Friday 10 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 <http://theivers.org.uk/> (thank you Kathryn)