

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Thursday 31st August 2017 at
9:30 a.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Fran Barker (Vice Chair), Sue Denman, Carol
Ann Jones, Jonathan Higgins

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**

2. **Apologies.** Josh Phillips, Leslie Robertson-Steel, Sandra Young

Matters Arising

3. **Agree minutes of the meeting held on Wednesday 27th July 2017.**
Agreed and signed – all actions were reviewed.

4. **Solva Care Manager Report.** The number of Solve Care volunteers available at 31st July 2017 was 30. They delivered the following hours of service to service users :

- a. July 125 hours to 28 users.

Lena and Mollie met with to Luke Conlon (Compassionate Communities Champion) on 21st August re the Compassionate Communities initiative. Full details are included at Annex A to these Minutes. Lena and Mollie proposed Trustees support the development of a Charter in conjunction with SCC and Solva GP practice. Trustees supported the proposal. **Action:** Mollie to write to Luke.

The visit to the Daisybus Gardens on 25th August was a great success; quote from one individual; "This is the first time I've been out in 7 years".

5. **Chair Report.** The new Social Services and Well-being (Wales) Act (SSWBA) places a duty on local authorities to promote and increase the uptake of Direct Payments (DP). If a person is assessed as having eligible care and support requirements or are eligible in their role as an unpaid carer, they can request a Direct Payment to purchase community-based services (such as Solva Care!). Improved awareness of DP in Solva was urgently needed. Clarity of the DP process would be pressed with PCC at the upcoming meeting with County Councillor Tessa Hodgeson (PCC Cabinet Member for Social Services) on 19th September 2017. The question of how many people in Solva were in receipt of DP should also be

asked. Jason Bennett (PCC Head of Adult Care) would be invited to attend a future Trustee meeting to talk about DP in Pembrokeshire. **Action** Sue. **PCC Consultation on Social Services Charges.** Mollie spoke about concerns re proposed cost increases which are set out on the PCC website. Local residents in receipt of these services have been sent response forms as part of the consultation. Mollie urged all concerned to complete the online response forms and those sent to elderly residents who may need help to complete. Trustees were requested to disseminate the information as well as completing the online response forms. **Action** All. https://www.pembrokeshire.gov.uk/content.asp?nav=101,988&parent_directory_id=646&id=35035&Language=

Mollie also informed Trustees about the Phase 2 implementation of the Regulation and Inspection of Social Care (Wales) Act 2016 and would clarify any benefit to Solva Care with Donna Coyle (Project Manager Care to Co-operate) **Action** Mollie. Briefing on the Welsh Government consultation on Phase 2 implementation of the Regulation and Inspection of Social Care (Wales) Act 2016 is attached to these Minutes for reference.

Disability Wales had been awarded a funding package by Welsh Government totaling £600,000 over the next three years. This means that it was no longer at risk of closure. Disability Wales had received core funding from the social services division within Welsh Government for over 40 years. Fran was preparing a paper setting out a similar funding case for Solva Care and this would be presented at the next Trustee meeting. **Action** Fran.

6. **Progress to Achieve Q2 Milestones (SDF).** All Milestones were reviewed – RAG status GREEN:

7. **Compassionate Communities.** See item 4.

8. **Draft Communications Strategy.** First draft was complete and Trustees had provided constructive comments. Second draft was underway and should be available by the next meeting. **Action** Bruce.

9. **Governance Workshop.** The Solva Care workshop would take place on Tuesday 26th September in the Memorial Hall (a.m.). All Trustees, Lena and Bruce were invited to attend. Cost of delivery and facilitation by Social Firm Wales was £1400. Trustees agreed the expenditure. Details/agenda would be issued by Sue prior to the workshop. **Action** Sue

10. **Prevention Activities – Mosaic Project.** This was an exciting project to decorate the steps at Pwll Melyn, opposite St Aidan's church – details had been published in the Solva Newsletter and training and delivery plans were underway. Trustees agreed project costs of (not to exceed) £2000. It was hoped the Edge Festival would donate an amount to offset this figure. Sue and Jonathon were leading the project together with 2 experienced local artists.

11. **Carers List.** Work in progress. **Action** Carol Ann

12. **Solva Care Away Day.** Carol Ann confirmed the booking to Cardigan Castle with Richard Brothers for Tuesday 24th October 2017. Coach would depart Solva at 9:30a.m. returning to Solva by 5p.m. Invitations to be issued: **Action** Lena & Carol Ann. Trustees agreed the Richard Brothers cost of £167 for a 29 seater coach. Additional costs to be presented for approval at the October meeting – **Action** Carol Ann

13. **Pay & Hours Review of Manager and Treasurer.** Trustees agreed to make recommendations on the pay & hours of both positions by 30th October 2017. – Recommendations to include annual pay progression. Pay awards must be accounted for in the budget process. All changes including number of hours must be set out in revised Contracts of Employment. **Action** Mollie and Sue.

14. **Home Office Working Allowance.** Trustees agreed that £3000 would be ring fenced in the Solva Care General Fund for IT equipment. **Action** Treasurer.

15. **Treasurer and Clerk Report.**

- a. Solva Care Bank Balance at end of August. The balance at 31st August 2017 was £57,941.18. Income & Expenditure (actual) for August was presented and agreed by Trustees.
- b. Financial Governance. Finance Committee Trustees had reviewed, agreed and signed all financial payment vouchers and cheques to date as per the Solva Care Financial Policy and Procedures endorsed on 27th July 2017.
- c. Spend Profiles for all funding received was under review. Profiles would be presented to the Finance Committee when complete.
- d. Correspondence. All correspondence had been distributed to Trustees by email.

16. **Finance Committee Report.**

- a. **Solva Care and Integrated Care Fund.** The meeting with Kim Neyland on Wednesday 30th August was positive. The Finance Committee await confirmation from Kim who was to consult with the WG Health and Social Services Group about current funding arrangements.
- b. Grants applications were underway for LEADER and the Dunhill Medical Trust.
- c. The Big Lottery People and Places application would be prepared by Sarah Pegg.
- d. Positive discussions about funding support from the Wales School of Social Care Research, led by Professor Fiona Verity, were underway.
- e. Terms of Reference for the committee were to be reviewed to reflect charity status. Delegated powers would be incorporated. Draft ToR would be circulated for comment before the next Trustee Board.

f. Spend Profiles for Solva Care funds were underway. Completed profiles would be presented to the Trustee Board.

17. **Research & Evaluation Report.** Sue confirmed members of the Solva Care Research Collaborate:

- Nick Andrews – Wales School of Social Care Research
- Fran Barker - Solva Care RME
- Sarah Burns – Solva Care RME
- Sue Denman - Solva Care RME
- Lesley Robertson-Steel – Solva Care RME
- Lena Dixon – Solva Care RME
- Bridie Evans – Swansea University
- Claire Hurlin – Hywel Dda UHB
- San Leonard (Vina Platel) – Social Firm Wales
- Catherine Poulter – Health Care Research Wales
- Rachel Rahman – Aberystwyth University
- Fiona Verity – Wales School of Social Care Research

The Solva Care RME met on 15th August 2017. (Apologies; Sarah and Lesley)

Circulated before 24th August meeting of Research Collaborative:
Presentation and research questions from RME strategy for review.

Fran's review of Communication Survey 2 also circulated.

a. **RME strategy update.** It was agreed that this needed updating. Fran had reviewed research questions and marked those that have been answered. We also identified gaps – **Action**: Sue to take forward

b. **Preparation for meeting of Collaborative on 24th August.**

The slides were reviewed – Sue to present. The draft agenda proposed was:

- Welcome and Introduction
- Update from Solva Care
- Social Enterprises
- Dissemination
- Next Steps in Research and Evaluation
- Toolkit
- Future of strategy

(**Action** – Sue to get papers out)

c. **Attendance at Future Events.** We decided to only attend future events if we are exhibiting or presenting unless the event is of interest:

- 5th September Cardiff
- 10th September Cardiff
- 14th September Bevan Foundation
- 19th September Ageing Well Wales – Improving Wellbeing
- 5th October HCRW
- 26 – 27 Oct PHW

We have shown interest in running a workshop for Social Care Wales – **Action** Sue to follow up.

d. **AOB.** The second Community Survey analysis has been reviewed by Fran. Swansea refusing to do any more work on it.

18. **Communications Report.** Trustees agreed to recruit a part time Web Administrator. Job description and notice to be prepared. **Action** Bruce.

a. Lena reported that 107 Solva Care newsletters had been distributed.

b. The Western Telegraph published an article on 9th August about Solva Care – Award for Elderly Care (with photo).

19. **Configuration Librarian Report.** Fran reported that Drop Box had been updated. All information was available to Trustees.

20. **Report from Members.** NTR

21. **AOB.** None

22. **Date of next meeting**

a. Monday 9th October 2017 at 9:30.a.m – Memorial Hall

Compiled by:
Bruce Payne (Clerk) 21st September 2017

Signed by: Mollie Roach (Chair)

Solva: A Compassionate Community
(An initiative developed by Community Choice and Inclusion)

Who are Community Choice and Inclusion?

We are a not for profit social enterprise based in North Pembrokeshire. We work to promote inclusion for all in the daily lives of our communities and support vulnerable people to access community activities and achieve active participation.

Currently we work with Older People who have a Limiting Long term Illness and also those living in end of life care. We support individuals and families to think about their future care preferences and to talk to each other and to make their plans known to Health and Social care professionals. In addition we facilitate activities and workshops to enable people to have conversations around death, dying and loss in a supportive and inclusive environment.

What is a Compassionate Community?

Generally speaking, planning for our future care-needs, involves talking about death, dying, caring and grief and this is a topic that is not addressed very well by the general population. In addition there is a lack of facilitated support to enable individuals, families and groups to talk about these issues together and to take control and responsibility for our own health care in the future.

A Compassionate Community is a community that is at ease with itself in talking about the issues arising from 'ageing' and is an active approach to community development. It actively involves citizens in their own end-of-life care and support concerns. In the process this can change social environments, cultures, conduct and attitudes towards end of life experiences and self-care and the potential to greatly reduce pressures on over stretched Statutory Health services

Why Solva?

The Community Ward of Solva has:

- One of the Counties highest % of older people living there who are aged 65+ (27%)
- Significant levels of chronic health conditions amongst older people aged 65+ in terms of Heart Disease, COPD, Cancer and associated conditions related to aging.

We aim to locate this project solely in the Solva community and GP catchment area, engaging with a range of individuals, groups, schools, Solva GP Practice, associations and the Solva Community Council, to develop a Compassionate Communities Charter for the town that is owned and supported by the population living there. (The 1st such Community in Wales)

What will we do?

We are applying for a grant through Dying Matters UK, for aprox £2,500 to set up a 6 month project in the Solva community. If successful we would utilise the grant to set up a series community engagement activities that encourage the community of Solva to be knowledgeable and informed about death, dying, loss and care and adapt their actions and behaviours to meet the demands that they encounter in their everyday lives, namely:

- Planning 4* Support Sessions in Solva GP Surgery on Advance Care
- you go' 4* workshops entitled '10 things you need to know before
- 2* workshops on DIY Funerals
- 2* workshops in Solva CPS and St David's secondary school on death, dying and loss in Welsh culture.
- Engagement with Solva Care, community groups, individuals and associations to develop awareness of Compassionate Communities and to develop a shared Charter for the Community of Solva.
- 1* event to Launch a Charter for Solva, a Compassionate Community.

What are we looking for from you?

We would like to include your association in the development of this initiative and we would like to ask you for a support letter to accompany our grant application to Dying Matters. We would be delighted to come and talk to you further and we are available to give a presentation to the Community Council if required.

By developing Solva as Wales 1st Compassionate Community, with a Charter developed in conjunction with the community with support from Solva Care, the Community Council and Solva GP practice, we can inspire other communities to do the same.

Thank you for your time:

For further details please contact

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