

SHELTERED HOUSING PANEL MEETING

12 APRIL 2016

VYNTONER HOUSE, KINCAID ROAD, ST OSYTH

Attended by: Pam Colcomb, Ted Clements, Mary Higgins, John Lange, Brian Jones, Sheila Jones, Jennie Beales (TDC), Pam Andrews, Joyce Lamb, George Kates, Garry Champion, Toni Wright (TDC), Damien Williams (TDC), Claire Price (TDC), Dee Hurry (TDC), David Black (TDC), Emma Norton (TDC), Hazel Bruce, Barbara Campbell, John Johnson, Dorothy Clarke

1. Welcome and Introductions
John opened the meeting and thanked everyone for attending
2. Apologies for absence
John Coles
3. Minutes of meeting held on 12 January 2016 and any matters arising
No matters arising and minutes signed
4. Planned maintenance and improvement works 2016/17 and overview of proposed works for next 3 years
Damien Williams shared the proposed planned maintenance works and took questions.
Ted Clements asked about the lift refurbishments as they are not on the plan. DW said that this is in addition to the works and we are looking at doing 2 per year. Dot Clarke said that the lift in Spendells is still out of action – JB advised that a part is on order and will be fixed as soon as this arrives.
Dee said that the kitchens are being replaced at Honeycroft as it is not fair to exclude a scheme just because it is under occupied.
Garry Champion raised that some of the kitchens listed at Greenfields have been done in the last few years. JB said that these have been removed from the schedule as they were added in error.
DW suggested that any wish lists of works are fed into the Older Persons Team who will pass them onto him so that they can be considered for future years and looked at on the future plan.
JB said that the 4g aerials will improve signals and also reduce the need to do so many updates on televisions.
DB said that the Careline system is being upgraded in every scheme as they have been in place for around 30 years.
DB raised the scooter store at Groom House for this year and Greenfields for the next financial year as they are the priority schemes identified. Ted Clements raised that planning permission had been granted at Crooked Elms for a new scooter store and it was not being done now, also that the existing store there cannot accommodate as many scooters as possible due to a support beam in the middle of the shed. DW will visit and assess to see if the beam can be moved to allow more storage.
5. Sheltered summary review
CP thanked everyone who completed the Sheltered Housing Panel review form at the last meeting. The results showed that everyone was happy that enough information is provided regarding discussion points and that the information is clear and easy to understand.

Everyone was satisfied with the range of topics covered.

When asked what individuals felt were the 3 areas of our service that they are most interested in or feel most important the following areas were raised:

- Help with documents
- The work of the Sheltered Support Officers
- Help for residents
- Maintenance and programme of works
- Safety
- Events
- Any other business
- Meeting minutes

It was felt that involvement in the panel has led to improvements in the way we manage and maintain our properties

Areas of involvement have led to changes - charitable events and business in schemes.

Overall everyone was happy with how the SHP operates

6. Update on new lounge furniture – schemes completed and due to be completed 2016/17
DB explained that a budget has been identified for this financial year to replace the chairs in communal lounges. Mead House and Groom House are already completed and Greenfields is half complete with the remainder of the order just being made. The order for Honeycroft has been put through and Belmans Court has been identified as the next scheme to complete, although this may have to be done in two phases as it is a large scheme and there may not be sufficient funds to complete it in one go.
Garry Champion said that the chairs are very heavy and make you sweat when you have been sat in them for a while.
7. SHP constitution review and chair person election due July 2016
CP circulated copies of the SHP constitution that was adopted in April 2013 and asked for comments regarding amendments.
No amendments were suggested however CP advised the following would be made and the new version circulated with the minutes:
Section 7 will now read:-
The Council will be responsible for arranging all meetings, which will normally be held every **three** months at one of the Council's sheltered housing schemes.
Additional special meetings may be called, if appropriate.

Chairing arrangements will now read:-
The Chair is to be elected every two years and will be responsible for chairing all meetings of the Panel.

CP asked for nominations for the role of Chair and John Johnson was nominated to be re-elected to the role of Chair. No other nominations were received and John confirmed he was happy to sit as Chair again. CP will send out notifications asking for nominations for those who were unable to attend today and the election will take place at the meeting in July.
8. Government led dental survey
DH explained that she had been approached to assist with a view of sheltered housing assisting in a dental survey. Crooked Elms, Belmans Court, Honeycroft, Kate Daniels House and Groom House were selected to take part. The dental team will be coming out to check your teeth but no treatment will be undertaken nor will this constitute as a regular check up, the dates are being circulated.

It was raised that the walking survey has not been progressed further than the initial visit, DH explained that the Older Persons Team only have the initial contact and any further contact is made via the agency leading the surveys.

9. Joint initiative with Social Care & TDC Older Persons Team

DH explained that the Tendring team at Adult Social Care and TDC Older Persons Team are working more closely together to comply with the Social Care Act. This enables us to network and build links with Social Care. You will see Social Workers shadowing the SSO's and there will be occasions when the SSO's are out shadowing the Social Workers. Everyone was reminded that if you need to speak to your SSO you have their contact number and you can leave a message on their voicemail asking them to call in and see you or you can put a note under the office door.

This is a good initiative as we are getting to know the team and in the event that their help is needed the SSO's will have a direct link into Adult Social Care.

We are looking at ways to allow more agencies access to our schemes enabling community hubs

10. Any other business

On Wednesday 8th June TDC is holding a tea dance to celebrate HM Queens 90th Birthday. Formal invitations will be sent to all sheltered housing residents in the first week of May. Dancing is optional and afternoon tea and transport is being laid on. We will be joining forces with the regular tea dance and it is going to be a lovely afternoon and we hope as many residents as possible can join us.

Sheila Jones raised an issue with Careline not knowing which numbers are for the bungalows and refusing entry to delivery drivers. As a quick fix posters will be put up on the main door to all schemes with the bungalow numbers on it so that delivery drivers know where to go rather than pressing the call button on the entry door. Feedback will also be provided to Careline.

Also the kitchen utensils have still not been delivered; DH will chase this as the order should have been made.

Hazel Bruce asked for an update on the reduced train fares that John Gosling asked about in a previous meeting, CP has provided the information to him directly and will also attach the information the meeting minutes.

- *The Senior Railcard which can be bought for £30 and gives the holder a third off of their rail fares could be purchased via the VIC up to a couple of years ago. As a Tendring senior resident, you are currently also eligible for an additional £6 off the purchase of the rail card which takes the price down to £24.00. The process now is that they are issued with a Unique Promotion Code by staff at the VIC and they then have to apply separately for their card either by telephone or on line (details attached). Before getting the unique code though, they do have to prove they are resident in Tendring by providing their name and address.*

The MacMillan Coffee Morning being hosted by Honeycroft is on Tuesday 27th September 2016, TDC will provide transport to any resident who is unable to make their own way there. Can each scheme provide a cake and raffle prize please.

11. Next meeting date and venue

Tuesday 12th July 2016 2:30pm at Crooked Elms, Maple Close, Dovercourt, CO12 4AL