

Report to	Calne Area Board
Date of Meeting	4 <sup>th</sup> October 2016
Title of Report	Calne Older People/Carer Champions update/recommendations

## Purpose of Report:

To ask the area board:

1. to note the discussions and actions recorded in the last group meeting notes
2. to consider a proposed application and scoring scheme that will enable the group to make recommendations for area board funding.

1. The Calne Older People/Carer Champions steering group consists of two Community Champions, the Chair of Calne Area Board and the Community Engagement Manager, who have met informally since the Champions took up post and will continue to meet until such time as a group of Older People's/Carers Community Voices has been established and linked with the existing Calne Health and Social Care Forum.

- 1.1. The group held its most recent meeting at the Calne Community Hub and Library on 16<sup>th</sup> September 2016. The following notes and action points of the meeting were recorded and have been acknowledged as an accurate record by those present:

## Calne Older People's and Carers Champions

### Health and Wellbeing Steering group

Meeting notes – 16<sup>th</sup> September 2016, 10:30am

Calne Community Hub and Library



	ACTION
<b>Apologies:</b> Christine Crisp	
<b>Funding – discuss draft application form, scoring sheet and pilot application from Fitness and Friendship.</b>	
<b>The draft application form</b> was felt to cover the requirements foreseen	

<p>by the steering group. With the following modifications:</p> <ul style="list-style-type: none"> <li>• Q.10 add a), b), c) etc.</li> <li>• Q.11 find out if there is any safeguarding advice available to provide an online link to or hard copies with the application form.</li> <li>• Q.14 remove question, not applicable to this scheme</li> <li>• Q.17 remove option boxes, ask people to write the Area Board name.</li> <li>• The layout of the forms should be condensed so that it covers fewer pages.</li> </ul> <p><b>Scoring sheet:</b></p> <ul style="list-style-type: none"> <li>• The scoring sheet and process designed for the Local Youth Network had been adapted for the Older Peoples/Carers grants. This was felt to be adequate for the scheme as it is currently expected to run once agreed by the area board.</li> <li>• The steering group discussed that, ideally the Older People's/Carers voices, or a small group of them, would agree to work with the steering group to score applications.</li> <li>• Calne Fitness and Friendship had submitted an application using the draft form as a pilot application to test the system through.</li> <li>• The scoring sheet facilitated focussed discussion about the proposed project and enabled the group to assess the application against a benchmark.</li> </ul> <p><b>The Pilot application:</b></p> <ul style="list-style-type: none"> <li>• The application scored 41/60 against the benchmark of 30 identified by the scoring system.</li> <li>• The applicant would be asked to clarify the following points: <ul style="list-style-type: none"> <li>○ Confirm accessibility of disabled toilets at the venue.</li> <li>○ Confirm that all instructors would be DBS checked.</li> <li>○ Confirm that a grant from the area board would not cover volunteer expenses.</li> <li>○ Confirm that the applicant had seen and was happy that policies and procedures were in place.</li> </ul> </li> <li>• A recommendation would be put to the Area Board on 4<sup>th</sup> October 2016 to grant funding for this project.</li> <li>• Jane Vaughan would draft a report to be submitted next week.</li> </ul>	<p>JV amend form</p> <p>DG investigate safeguarding</p> <p>JV amend form</p> <p>JV amend form</p> <p>JV amend form</p> <p>JV to contact applicant</p> <p>CC make recommendation.</p> <p>JV draft report.</p>
<p><b>Calne Health and Social Care Forum – discuss presentation to the forum:</b> This would be discussed at the next steering group meeting.</p>	
<p><b>Local Voices – discuss and prepare first meeting of local voices:</b> This would be discussed at the next meeting.</p>	
<p><b>Discuss potential arrangements of the Health and Wellbeing/Local Voices:</b> This was discussed briefly, but would be discussed further at</p>	

the next meeting.	
<p><b>Recommendation to the Area Board:</b></p> <p>The Area Board would be asked to:</p> <ul style="list-style-type: none"> <li>• Note the actions emerging from this meeting</li> <li>• Consider awarding a grant of £1,038 to the Fitness and Friendship group in order to facilitate a weekly social club for over 50's with an emphasis on keeping active.</li> </ul>	Calne Area Board to consider.
<p><b>Date of the next meeting:</b></p> <p>The next meeting would take place on Mon 10<sup>th</sup> October at 10 am.</p>	

2. In 2016/17 the Calne Area Board has been allocated a budget of £6,700 for revenue projects that will provide positive health and wellbeing activities and events.

2.1. The Older People's/Carers Champions steering group has developed a pilot process to enable it to assess applications for funding from this budget and to make recommendations to the area board until such time as a countywide arrangement has been confirmed. (The assessment sheet is attached in appendix.1)

2.2. Reference has been drawn from the existing Community Area Grants and Local Positive Youth Activities schemes.

2.3. An application for funding has been received from a local group and they have agreed to act as a pilot to test this process.

2.4. The area board is asked to use this process to consider and make a decision relating to the pilot application (this will be presented under a separate report).

### 3. Environmental & Community Implications

3.1. Calne Area Board Older People/Carer Champions contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual scheme identified.

### 4. Financial Implications

4.1. There are no specific financial implications related to this report.

### 5. Legal Implications

5.1. There are no specific legal implications related to this report.

**6. HR Implications**

6.1. There are no specific HR implications related to this report.

**7. Equality and Inclusion Implications**

7.1. The assessment process developed by the group pays specific attention to equality and inclusion matters.

**8. Safeguarding Implications**

8.1. The assessment process developed by the group pays specific attention to safeguarding matters.

**Report Author:**

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## Calne Older Peoples/Carers Voices Grant Scoring Sheet

Organisation:

Amount Requested:

Project title:

Category:	Total mark available	Mark given:	Comments:
How well does the project/activity/programme meet local needs and priorities, is there evidence of this need?	10		
How well have older people and their carers been involved in the development of the project/ activity /programme?	10		
Will enough older people/carers benefit from their project / activity?	10		
How accessible is the activity/project for all (Disabled access, low incomes, vulnerable, socially isolated etc.)?	10		
How well will the project/activity safeguard the welfare of vulnerable people?	10		
How well has the applicant ensured that they will monitor and evaluate their project / activity involving older people and carers?	10		
<b>TOTAL</b> <b>Benchmark is 30/60</b>	<b>60</b>		

### Local Voices Decision (to go as a recommendation to the Community Area Board)

Decision:	
Amount Awarded:	
Reason for part award (if applicable):	
Reason for rejection:	
Local Older Peoples Voices present:	
Date:	