

Meeting action minutes

Meeting	<b>Senior Housing Action Group ANNUAL GENERAL MEETING (AGM)</b>		
Attendees	<p><b>Residents:</b> Roy Crowhurst (Chair of SHAG, Woods House) Tony Brown, (Evelyn Court) Walter Sargison (Broadfields), Allen Davies (Rosehill Court) Elizabeth Tinkler, Ernie Tidy (Churchill House) Anthony McCoy (Sloane Court) Terry Weller (Evelyn Court) Chris Kneath, Eileen Esposito (Leach Court), Diana Ward-Davis (Sanders House)</p> <p><b>Staff:</b> Jane White (Performance &amp; Improvement Officer), : Hannah Barker (Resident Involvement Officer), Peter Huntbach (Senior Housing Manager)</p> <p><b>Partners:</b> Peter Lloyd (Healthwatch), Mike Bojczuk (Older Peoples Council)</p>		
Apologies	Jean Davis (Leach Court)		
Venue	<b>Leach Court</b>	Produced by	Hannah Barker
Date Time	<b>13<sup>th</sup> September 2017 10am- 12.30pm</b>	Minutes completed	<b>4 Oct 2017</b>

**Minutes & Matters arising - Update on actions from previous GM and AGM**

**Update on AGM minutes from Sept 2016 – re Item 6 on Sprinklers.**

National recommendation for sprinklers in all high rise. Brighton & Hove City Council (BHCC) has plans to retrofit all high rise. Issue is who should pay the cost. Previously the fire service and BHCC jointly funded Somerset Point and Elwyn Jones sprinkler systems. However the fire service says it no longer has the funds.

The landlord service recognizes from the tragedy at Grenfell tower there are lots we need to look at, and in the Seniors Housing service we have been; upgrading fire alarms and warden call, meet regularly with East Sussex Fire & Rescue Service (ESFRS) and written to all residents to say what we are doing. There are quarterly inspections in blocks, regular checks on alarm system and now can make quicker referrals to ESFRS for home visits to advise individuals. None of our high rise blocks have the same kind of cladding as in the London tragedy. There is now greater acceptance amongst residents of the need for clear corridors and fire exit routes. Sprinklers are not the only solution to fire safety but are an element to include.

More to be done to inform residents not to leave front doors or internal doors blocked open.

## Items discussed, agreements and future action

### 1) Development of Equalities Impact Assessments related to major works in seniors schemes - Jane White (Performance & Improvement Officer)

The purpose of an Equalities Impact Assessment is to help council officers ensure services are accessible to everyone equally; no-one is inadvertently discriminated against or treated less favourably by policies and decision making. The 9 protected characteristics which BHCC officers need to think about are age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race or ethnicity, religion or belief, sex and sexual orientation.

Jane is writing an internal guiding document for council officers to use (not residents) when planning major works. This is a live document which can be changed and added to, so residents can keep contributing to it.

Example: scaffolding might cause people with mobility issues difficulty or with sight impairment loss of light, Older people feel extremes of temperature more so when windows being replaced provision needs to be made.

Examples from meeting :1) Mears operatives laying a floor left box of tiles out and resident with sight loss tripped and fell. 2) The last colour you loose with sight loss is yellow, so why not paint all stairs nosing this colour, or handrails. 3) Noticeboards containing small font size is restrictive. Includes fire and safety notices.

**Please send other examples to Jane White, Performance & Improvement Officer – [jane.white@brighton-hove.gov.uk](mailto:jane.white@brighton-hove.gov.uk) - 01273 294598 - Housing Centre, Unit 1, Fairway Trading Estate, BN2 4QL**

Further involvement?

- Jane will send feedback to this meeting once report is finished.
- Residents won't get the document as it's purpose is guidance for officers in their work.
- Q: Will scheme managers be informed? A: we discuss equality and diversity and supply info about different support organisations e.g. RNIB eye health, options , signage and rainbow standard decorating schemes.

### 2) Chairs communications – Roy Crowhurst

- **Roy attended interview panel** for 2 new scheme managers. To date, 1 offer to be confirmed and 1 accepted.
- **Newsletter** delivered to every door, to increase awareness of SHAG and encourage people to get involved in some way. Issues coming up: Allocations and Local Lettings Plan. Plan to do another newsletter in a few months.
- **These minutes now are distributed to schemes.**
- **5 minute group for short consultations** is set up. We will be organizing our first survey soon.

Q: Can the newsletter be online? Either on Resident Involvement pages.

Q: How many residents have sight problems? Can we send it to them?

Act.		Who	Due
2.1	Look into where SHAG newsletter could be made available online.	Hannah	October
2.2	Send PDF of newsletter to Tony McCoy	Hannah	October
2.3	Look into data of numbers of residents with sight problems	Peter	Nxt mtg

### 3) Senior Housing Update – Peter Huntbach (Housing Manager, Senior Housing)

<b>Info</b>	<p><b>Scheme Managers cover:</b> Elwyn Jones Court have had recent issues with cover, now improved. We have 26 in place, equivalent of 23 full time. We need equivalent of 25. Each scheme has a named manager. Our 4 larger schemes have more than 1. Always been a dilemma we are trying to balance staff between our 23 schemes of different size and peoples different needs.</p> <p><b>Daily calls :</b> Modern technology is being used by different organisation/s to communicate via computer screens, similar to our Carelink service with advantage of seeing each other. Some doctors now Skype with patients.</p> <p>Our daily call service includes the new “I’m OK” button which is saving time. However staff are still spending time moving around the city to do the calls. Need to review effectiveness of this.</p> <p><b>Scheme managers functions review:</b> reps asked to revisit the role of scheme managers - what they do and don’t do?</p> <p><b>Brookmead Extra Care:</b> delayed at final stage snagging (small details to put right), won’t be handed over until final problems fixed. Possibility People to test site from a disability point of view, will be interesting what they say.</p> <p><b>Decorating:</b> Looking at Capital investment programme and will feed back; on agenda for next meeting. Many people in seniors housing not able to do their own decorating. On the current discretionary decorating scheme, you can only get 1 room done a year. The funding pot is small so unless you get in early you miss out. Need to look seriously at it.</p> <p>Decorating pack is still available, where new tenants get paint.</p>
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### 4) Elections

<b>Info</b>	<p>Chair - Roy Crowhurst</p> <p>West Area rep – Roy Crowhurst</p> <p>Central Area rep – Tony McCoy</p> <p>North Area rep – Walter Sargisson</p> <p>(East Area rep VACANT)</p> <p>Home Service improvement Group - Tomm Nyhuus</p> <p>Involvement &amp; Empowerment Service improvement Group – Tony McCoy</p> <p>(Neighbourhood &amp; Tenancy and Business &amp; Value for Money Service improvement Groups VACANT)</p>
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### 5) Constitution

<b>Info</b>	<p><b>Changes proposed and accepted:</b></p> <ul style="list-style-type: none"> <li>• SHAG will meet quarterly, in last Wednesday of months January, April, July and October.</li> <li>• Voting at SHAG meetings will be by appointed spokesperson, who is agreed by tenants. One vote per scheme.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Scheme managers will be responsible for ensuring the decision making process for choosing the spokesperson happens annually and information about it is shared across the scheme. Either the scheme manager or the residents can request a Resident Involvement Officer is invited to help with the decision making process.</li> </ul>
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**Section 3 – Agenda for next meeting – 24<sup>th</sup> January 2018**

<b>1</b>	Decorating
<b>2</b>	Security Issues

**Future meetings 2018 25<sup>th</sup> April, 25<sup>th</sup> July, 25<sup>th</sup> October**