

The West of England Friends Housing Society
Minutes of the Board Meeting held Thursday 23rd July 2020 via ZOOM

Present: *Board Members:* Tim Wye (Chairperson)
Neil Allan, Christopher Denman, Melanie Mackintosh, GERALYN MEEHAN, Michael Tuckwell
Avenue House: Caroline Cooper, Karen Parkin (minutes)
Bishop Fleming: Caitlin Murphy

1. Moment of Silence

In accordance with our Quaker values, a moment of silence was taken prior to the start of the meeting.

2. Apologies and welcome

Apologies received from Jo Gray, Jerry Oliver & Chris Szponjarowicz

3. Agreement of minutes of the meeting held on 26th May 2020

The minutes of the meeting held on 26th May 2020 were agreed as being a true account of the meeting and were signed off by the Chair.

4. Board Membership

Actions arising from previous meeting:

- *Appoint Resident Representative* – 2 nominations have been received. An election is to be held amongst Avenue House residents. **Action: Manager**

5. Comments or Feedback from AGM

- Worked well via ZOOM
- COVID Q&A held immediately after the AGM was a success – to be repeated in around a month's time **Action: Chair**

6. Financial Report by Bishop Fleming

The June 2020 Management Accounts were discussed, and the following points noted:

- There is a year to date surplus of £46.7k against a budgeted surplus of £21.9k
- This time last year we were recording a deficit
- Operating repairs are under budget so far, but anticipate this will be spent throughout the remainder of the year
- Half of the Infection Control Grant has been received so far, which needs to be spent by 23rd September, with copies of invoices being sent to Bristol City Council. A comprehensive spreadsheet and folder of invoices is being kept.

7. Verbal update from Manager

Actions arising from previous meeting:

- *Arrange Deep Cleaning and Redecoration of Flat 8 Lansdowne* – a complete refurbishment has been carried out

Lansdowne & Kirwin House

- Both the Electrical Wiring and Boiler checks in Lansdowne House are overdue. This were delayed due to COVID-19 but being a Health & Safety issue these now must be carried out. "Requirements" document to be drafted for contractors.

Action: Manager & GERALYN

Avenue House

- Work on the Summerhouse has commenced. Total cost £23k which will partly be paid for by the Infection Control Grant. Further purchases to be paid for by the grant are:
 - Wall mounted thermometer to go by the front door which will automatically check the temperature of anyone coming into the home
 - Elbow lever taps have been installed
 - An account with a taxi firm has been set up so that those staff members who would ordinarily travel to work by bus can take a taxi
- We have not heard back from Bristol City Council about our bid for the rest of the Infection Control Grant – GERALYN to look at the response she got.

Action: GERALYN

- 1 resident was admitted to and then returned from hospital last week. They are currently in isolation and awaiting the result of a COVID-19 test.
 - 2 new residents are due to arrive to Avenue House in the next couple of weeks, which will take us up to 27 residents. *
 - Following a change in Government guidance, staff are now being COVID-19 tested on a weekly basis, and residents monthly. We have not yet received our order of test kits, so have been testing staff only with the supply we have. We have enough for a further 2 weeks of tests. Caroline to chase up with Public Health England.
- Action: Manager**
- New Infection Control guidance re: PPE has been implemented. Staff are being offered extra breaks as they are having to wear masks all the time.
 - We have had lots of applications for care staff – 1 new Carer will be starting once her DBS and references have cleared

8. Conservatory Plans update

Actions arising from previous meeting:

- *Continue with Planning Permission process* – this has been applied for and we are waiting for a decision

9. Staff Benefits

- 10% COVID-19 bonus - agreed to extend this for a further 2 months (August & September 2020)

10. Business Risk Register / Concerns about support during COVID-19 at political/media level

Actions arising from previous meetings:

- Manager to circulate completed fire risk assessment of roof spaces – Completed
- Chair & Manager to discuss the issue raised about the potential for staff from overseas to feel unwelcome following Priti Patel's proposed post-Brexit immigration rules – Chair to write to staff with reassurance. **Action: Chair**
- The Board have serious concerns over inconsistent COVID-19 government guidelines for care homes – we have 'gone it alone', often acting ahead of official guidance, and done extremely well in the circumstances. Should this be raised to a political / media level? It was agreed that, with assistance from GERALYN, the Chair & Manager complete a 'Lessons Learned' review, logging what the government advised and when, along with how we responded.
Action: Chair / Manager / GERALYN

11. Update on Business Plan

No change

12. Board Governance / update on Board Member visits

- Due to the COVID-19 pandemic, Regulations 17 visits are currently suspended, however it was agreed that we look into restarting these either virtually, or in person with precautions taken. **Action: Chair**

13. Developing Community Offer

- Carry forward to next meeting

Action: Chair

14. Discussion regarding de-registering Kirwin House as Supported Housing

- Rather than de-registering, it is being made clear to new tenants what is and isn't offered.

15. New Care Home Visitors Guidance

The new guidance issued by the government around Care Home visits is vague, but we take the following from it:

- Visiting will be as and when each individual Local Authority allows, as decided by the Local Director of Public Health.
- Only one nominated visitor to be allowed into the home per resident, by appointment.
- The Care Home does not have to allow visitors if it deems it unsafe.
- Other options for visits are still encouraged and preferred e.g. In a garden

We are already offering garden visits which are so far working well. The Summerhouse will be ready in a few weeks, so it was agreed that we do not change our visiting policy for the time being.

The guidance does not cover relatives taking residents out (this is due to follow). The Board are keen to look at ways to help residents' mental wellbeing and going out would certainly help this. Staff are already taking some residents for walks in the local area. Unfortunately, car journeys with relatives are not a possibility as this does not offer acceptable social distancing. We already have a list of ideas to assist mental wellbeing, and the following were added to it (it was noted that any left-field ideas are always welcome):

- o Relatives pushing residents in a wheelchair in the local area
- o A local Rickshaw company are offering use of their Rickshaws (without rider) – to investigate

Action: Melanie / Chair

16.A.O.B.

Actions arising from previous meeting:

- In house choir to be set up – For the time being staff members are offering their musical talent, and we have had some entertainers perform at a distance from the driveway.
- Continue with weekly Zoom COVID-19 meetings

Meeting Closed 7:40pm

***DISCLOSURE: One of the new residents due to arrive to Avenue House this month is the mother-in-law of the Chair of the Board, Tim Wye.**

Dates for next meetings

Note: Subject to change and possibility of more electronic meetings

Tuesday 22 nd September 2020	6:45pm
Tuesday 24 th November 2020	6:45pm
Tuesday 23 rd February 2021	6:45pm
AGM – Wednesday 19 th May 2021	2pm
Tuesday 25 th May 2021	6:45pm

Summary of action points:

Action	By whom	By when
Resident Representative election to be held	Manager	Next meeting
Relative Q&A to be held via ZOOM	Chair / Manager	August 2020
Requirements document for contractors to be drafted	Manager / GERALYN	August 2020
Electrical Wiring & Boiler Checks to be carried out in Lansdowne House	Manager	Next meeting
Look into response from BCC about Infection Control Grant	GERALYN	August 2020
Chase up COVID-19 test kits	Manager	July 2020
Write to staff re: Brexit reassurance	Chair	Next meeting
Complete a 'Lessons Learned' review, logging what the government advised and when, along with how we responded.	Chair / Manager / GERALYN	Next meeting
Look into restarting Board Governance inspections	Chair	Next meeting

Developing Community Offer	Chair	Carried forward
Investigate use of Rickshaws	Chair / Melanie	Next meeting