

**Open Minutes of the Social and Community Development Committee Meeting held on
Wednesday, 9 January 2019 at 9 am in the Council Chamber**

<u>Present:</u>	Chairman:	Hon Anthony Green (Hon TG)
	Deputy Chairman:	Hon Cyril Leo (Hon CL)
	Members:	Hon Kylie Hercules (Hon KH)
	Non-Voting Members:	Mrs Victoria Kellett, Ag Director of Safeguarding (VK) Mrs Nicole Shamier, Government Economist (NS)
	Secretary:	Miss Nicole Plato, Executive Assistant (NP)
	Invited:	Mr Andrew Radley, Crown Counsel (AR) – for item 1 only Ms Rosalie Brown, Principal Social Worker (RB) – <i>for item 2 only</i> Mrs Carol George, Head of Corporate Support (CG) – <i>for item 3 only</i> Mr Gavin Thomas, Quality Assurance & Policy Consultant (GT) – <i>for item 4 only</i>
	Apologies:	Hon Gavin Ellick (Hon GE)
	Off Island:	Hon Derek Thomas (Hon DT)

Hon TG welcomed all to the meeting with a special welcome extended to AR.

1. Update on the Information Bill

AR advised that he was still awaiting a legal opinion from the FCO on GDPR for St Helena, following which, he will report the response back to the Committee.

(Action: AR)

2. Introduction to Rosalie Brown, Principal Social Worker

Introductions were made to the Committee.

RB informed the Committee that she had worked in Government throughout her career and had taken an early retirement in 2014 after 35 years' service. RB had carried out various roles, from Care Assistant to Care Home management and Social Work. RB qualified as a Social Worker in 1991 and worked with adult's, older persons and also specialized in mental health. From 2014, RB did some agency work in Wales as a Social Worker for two years and then went to Cornwall as a Social Worker.

RB advised that she had been on Island since September 2018 and is contracted for two years. Since arriving on Island, RB has also jointly worked with Health, Police and Education (schools). Her role is very much operational which involves getting out and about in the community.

RB acknowledged that funding and resources available to Safeguarding is a real struggle. Facilities is also a constraint on the island, particularly for those with complex needs. We have no provision for people who need care and support who come out of hospital e.g. a respite unit. The directorate also struggles to employ staff to deliver the on care service i.e. personal care e.g. cleaning, shopping etc. therefore there are a number of people who have no support because people aren't willing to do this. VK said that we need to focus on long term solutions as we have an aging population and the current provisions are at capacity. An advert will be placed in the newspapers for Home Support Workers. VK also recognised that within the short

time that RB had been on the Island, the service had seen significant changes which gives her confidence in the future of the Adults service.

The Committee requested that RB is invited back to the Committee within 4-6 months' time to report an update to the Committee. NP to ensure that RB is invited and place this item on the agenda.

(Action: RB/NP)

Individually, SCDC Members was invited to meet the Adults team to see what they do etc.

(Action: Members)

3. Review of Fees & Charges

CG was welcomed to the meeting.

Hon TG requested that an accompanying proposal form for the review of fees and charges need to be completed. CG agreed to complete this and send to the Committee via email.

(Action: CG)

Archives Charges

CG advised that last year, a different approach was agreed in relation to archives research charges. This time, no new approach in how we charge is being recommended but just an increase of 4.3% to reflect the inflation rate for non-residents and that those for residents reflect full cost recovery, as has been the practice in the past.

Archives fees are not statutory therefore, these will be published via Public Notice.

Members agreed the increase in archives research fees as follows:

- Non-residents: from £40 to £41.75 as the minimum charge, plus an additional charge of £20.85 per hour (from £20) for research in excess of **2** hours not 7 as mentioned in the memo. CG agreed to change the 7 to 2 hours on the memo.
- Residents: from £18.25 to £18.90 plus an additional charge of £3.20 per hour for research in excess of **2** hours.
- Retaining the £1 for the image copy fee because last year £238 was made from images which shows that this was a good initiative introduced by the committee.

(Action: CG)

Gaming Machines

CG advised that for a number of years they had been requesting an increase in Gaming machine fees from £1000 to £1030. This proposal had been put to the Committee in previous years but rejected.

Fee payable for the transfer of a licence is from £50 (figure to be checked) to £60.

(Action: CG)

CG said that there are three gaming machines on the island as we received £3000 per year for them and the licence fee of £1000 has been in place for a number of years, even prior to 2013.

The Committee felt that they would need a very good reason for not applying an increase for one area when they are increasing other areas and felt that the above were reasonable

increases. The Committee therefore agreed the proposed increases to the Gaming Machine fees.

Liquor Regulations

The committee agreed on the following increases:

- For the grant, renewal, removal or transfer of a licence per application, an increase from £15 to £15.65 was proposed.
- For issue of a Community Centre Licence from £45 to £47.
- For issue of a Liquor Sales Licence from £100 to £104.50.
- For issue of an occasional liquor licence from £10 to £10.45.
- For issue of any other licence, including liquor sales, tavern, hotel, restaurant, club from £125 to £130.30.

CG to double check the figure for occasional liquor licence as Hon KH thought that the fee was £20.

(Action: CG)

Charities Fees

The Committee agreed on the following increases in Charities fees:

- Inspection of Register of Charities from £1 to £1.05.
- Registration of a Charity from £10 to £10.45.

When CG submit the Proposal form, NP/Hon TG to complete the decision form and process.

(Action: NP/Hon TG)

Members agreed all changes proposed, subject to CG checking whether rounding up or down is appropriate and to double check the occasional liquor licence fee.

(Action: CG)

4. Safeguarding Directorate: Good Food & Drinks = Best Care

Dr Angela Jackson-Morris (DrAJM) had sent her apologies. GT was welcomed in her absence.

GT presented an overview to the committee. VK advised that a lot of work had been put into this initiative by DrAJM and GT for which they were thanked. This item informs the Committee of changes to how Safeguarding undertakes the food provision at the CCC going forward.

The following were some key points from GT's presentation:

- Work had been carried out with the Clinical Lead, Catering Officer and Head of Care around menu for CCC residents, food preparation and support for individuals at the CCC.
- A number of discussions had been held around merchants in relation to the availability of fresh and varied ingredients that are cost effective etc. in an effort to overcome those barriers.
- Good food and drink = best care is the key driver. We do not want to change our cultural food aspect however it is about making adjustments in a healthier way.
- The equipment has arrived for the CCC kitchen but the cookers do not have grills and we need to grill food as a healthier option and therefore will need to forecast these things for next year's budget.

- Small changes will take into account current appliances and methods of cooking e.g. reducing use of salt and replacing with spices.
- We need to take into account the health of patients and younger people at Ebony View, our accountability, longevity etc.
- Working with relatives, residents and staff on the education and advice side and raising awareness of best care and food provision.
- The Saints Together campaign will help with this initiative.
- The menus have only been slightly tweaked and suggests adaptations in terms of food provided and vegetarian options are also included.
- Discussion has been held with local suppliers.
- Tenants have been spoken to about over/under eating, creating a better understanding with home support workers as well.
- A big piece of work is being done to support relatives who also like to bring in treats for their family at care units. Leaflets will also be published on the initiative.
- Special events – when birthdays or any other calendar events are held, the directorate will ensure healthier food options are on offer. The CCC also has in place a vending machine which is very popular and will work with the Proprietor to help introduce healthier options here as well.
- The initiative is about small scale swaps and changes.
- Minimal impact on cost/preparation – have to be flexible on this as this very much depends on supplies coming to the island. As a directorate they can also facilitate direct purchasing rather than having that middle person but will need the freezer capacity however discussion have started on this. It might be more cost effective in the longer term.
- Residents will be at the forefront to any changes and improvements.
- Planned timeline for implementation:
 - Consultation was planned to start from tomorrow but this date might move.
 - 14 January is the date to consult with relatives.
 - Adjustments to food to start from 1 February.
- This initiative will start in residential services and then will be expanded to the sheltered accommodation where residents are more independent.

VK supports this initiative and has signed off the draft proposal. Whilst the CCC kitchen will have two new working cookers they will still need the financial backing so as to purchase additional appliances so that the service can offer more healthier food options to tenants and clients. Education, awareness and support will be taken forward with DrAJM.

VK said that she was surprised to see how similar the new menus looked to the previous but there were subtle changes e.g. rather than frying foods they will be baked or rather than salt, lots of herbs and spices are used. Puddings, cakes, fruits, custards etc. are still included on the menu but are more balanced now which shows how much consideration has been given to residents when it comes to choice.

Comments/questions from the Committee were as follows:

- Why can't the new grills for the kitchen be purchased now? *VK said that the budget is stretched. The CCC will need a commercial grade kitchen which will cost thousands of pounds. There are a number of other appliances needed as well. We need to perhaps look to the capital programme in terms of the grills etc. The kitchen also needs a commercial inbuilt freezer. GT to speak to Martin Henry, Solomon's about the CCC having a commercial inbuilt freezer.*

(Action: GT)

- *Equipment* – Ascension had closed down their Mass hall with the industrial equipment just sitting their gathering dust. Ascension did at one point tried to sell certain things to St Helena but there were some barriers and the offer was rejected. VK said that they would accept any second hand things e.g. curtains, bedding etc. and it would have been good to know what the barriers were in this instance.
- Is there any difference between menus for those who are physically mobile to those who aren't? *GT said that it is very difficult to cater to this as they have 44 people at the CCC and only one kitchen. However, the kitchen chefs does take note of choice and preference.*

GT said that the Sheltered Accommodations are an extension of the CCC and are borderline residential. A joint health and social care provision is needed. The death rate across the directorate is very low and life expectancy is great, compared to elsewhere in the world. When it comes to long term plans, do we also need a different nursing provision? A separate discussion will be held on this and GT and VK is in the midst of looking at a needs analysis.

Update on the Cooks Salary – VK reported that the Catering Manager was to re-look at the job specification which will be submitted to the Job Evaluation Committee.

Hon TG thanked GT for a brilliant presentation.

The Committee supported the initiative.

Hon CL to speak to GT separately in relation to work on the Social Security Review to help people with alcohol issues into employment.

(Action: Hon CL)

5. Update on the review of the Social Security system

Hon CL reported that the working group had made good progress. The first meeting of the working group for the New Year will be held on 21 January with the target of completing the work in the second quarter of 2019. Finance costings for the recommendations to date is still outstanding. Hon CL had also raised the matter of costs as a result of this review with the FS via email and had also copied in one of the DFID officers as we will need financial support from DFID. DFID is well aware of the review and documents have been shared with one member of DFID in particular and it would be good to keep them updated on progress of the review. Strong support is needed from DFID to finance these recommendations, otherwise we will struggle to implement these changes.

One of the main things the group wanted to target is the redefinition of Household as this is what is causing the most issue and as a result is placing people in desperate situations. Legal advice is also needed on the household issue.

As a request from Hon TG, Hon CL as Chair of the Social Security Review Working Group agreed to explore the possibility of taking forward as a priority the household issue.

(Action: Hon CL)

Hon CL agreed to contact the AG's Chambers to find out who the Working Groups new legal support is for this review as previously it was Christine Cooper.

(Action: Hon CL)

6. Confirmation of open minutes from the meeting held on 12 December 2018

The minutes from the open meeting held on 12 December was confirmed subject to including Adele McMahon on the present list of attendees.

(Action: NP)

7. Matters Arising

7.1 SHNT (Amendment) Bill

The above bill will hopefully be processed to ExCo soon.

7.2 Prioritisation of SCDC legislation

Review of the Immigration bill –target date for completion is June 2019. NP to KIV the draft Amendment Bill in June 2019.

(Action: Hon DT/NP)

Mental Health Bill & Health & Social Care Bill – input from Safeguarding is needed. Hon DT to place this as an agenda item on the next Public Health Committee meeting agenda and invite VK to discuss so that the ordinance can be taken forward.

(Action: Hon DT)

Criminal offences – NP to KIV from AG's Chambers for a mandate from the Committee.

(Action: NP)

Limits to Personal Injury/Liability Claims– NP to KIV from AG's Chambers for a mandate from the Committee.

(Action: NP)

Employment Rights Ordinance – SCDC's top priority is the minimum wage changes due to the 3 month notice period. The other priority is the Maternity, Paternity and adoption leave changes as well as LRA amendments. Hon TG/NP to advise the AG's Chambers/Clerk of Councils accordingly.

(Action: Hon TG/NP)

Safeguarding Board (to combine Children's & Adults boards) – NP to KIV a proposal from the AG's Chambers.

(Action: NP)

Social Security Amendment bill – target date is second quarter of 2019 (June). NP to KIV proposed amendments in June 2019.

(Action: NP)