

## NOTICE OF MEETING **ONE BOROUGH**

will meet on

**WEDNESDAY, 19TH SEPTEMBER, 2018**

**At 10.30 am**

at

**Taplow Court House, Cliveden Road, SL6 0ER**

TO: MEMBERS OF THE ONE BOROUGH

**KARNAIL PANNU (CHAIRMAN) AND COUNCILLOR SAMANTHA RAYNER**

Karen Shepherd – Service Lead - Democratic Services - Issued: September 12 2018

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Nabihah Hassan-Farooq** [nabihah.hassan-farooq@rbwm.gov.uk](mailto:nabihah.hassan-farooq@rbwm.gov.uk)

**Fire Alarm** - In the event of the fire alarm sounding or other emergency, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Do not re-enter the building until told to do so by a member of staff.

**Recording of Meetings** –In line with the council's commitment to transparency the meeting will be audio recorded, and filmed and broadcast through the online application Periscope. The footage can be found through the council's main Twitter feed @RBWM or via the Periscope website. The audio recording will also be made available on the RBWM website, after the meeting.

Filming, recording and photography of public Council meetings may be undertaken by any person attending the meeting. By entering the meeting room you are acknowledging that you may be audio or video recorded and that this recording will be in the public domain. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting.

## **AGENDA**

### **PART I**

<b><u>ITEM</u></b>	<b><u>SUBJECT</u></b>	<b><u>PAGE NO</u></b>
1.	<u>WELCOME &amp; INTRODUCTIONS</u>	-
2.	<u>APOLOGIES FOR ABSENCE</u>  To receive any apologies for absence.	-
3.	<u>DECLARATION OF INTERESTS</u>  To receive any declarations of interest.	3 - 4
4.	<u>MINUTES OF THE LAST MEETING HELD ON 13TH JUNE 2018</u>  To agree the minutes of the meeting held on the 13 <sup>th</sup> June 2018.	5 - 8
5.	<u>DRIVEN FORWARD CHARITY - INTRODUCTION AND WAYS OF WORKING IN THE COMMUNITY (15 MINUTES)</u>  To receive a verbal update from Tiia Leoni, Founder of Driven Forward Charity.	-
6.	<u>ARMED FORCES COVENANT UPDATE (10 MINUTES)</u>	-
7.	<u>ADULT LEARNING (10 MINUTES)</u>  To receive a verbal update from Parwati Mistry	-
8.	<u>SERVING ADULTS THROUGH OPTALIS (10 MINUTES)</u>  To receive a presentation from Vernon Nosal.	-
9.	<u>BUILDING BETTER OPPORTUNITIES FUND (10 MINUTES)</u>  To receive an update from Joanne Horton	-
10.	<u>WINTER FESTIVAL (5 MINUTES)</u>  To receive a presentation from Svetlana Zaychenko.	-
11.	<u>COMMUNITY AND MEMBERSHIP UPDATE</u>	-
12.	<u>DATES OF FUTURE MEETINGS</u>  The date of the next meeting is scheduled as below: <ul style="list-style-type: none"><li>• 5<sup>th</sup> December 2018 at 10am- venue to be confirmed.</li></ul>	-

## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

This page is intentionally left blank

# Agenda Item 4

## ONE BOROUGH

WEDNESDAY, 13 JUNE 2018

PRESENT: Karnail Pannu (Chairman), Tracy Muschamp, Nicola Davidson, Vicki Wadd, Nick Roberts, Svetlana Zayechenko, Nighat Ellahi, Eileen Denny, Paul Samuels, Josephine Crabb, Barbara Grossman, Ila Gangotra

Also in attendance: Councillor Phillip Love

Officers: Debra Beasley, Deborah Mbofana, Harjit Hunjan, Jennifer Shaw, Fiona Betts

### WELCOME & INTRODUCTIONS

The Chair welcomed all attendee's to the meeting and thanked Barbara Grossman for hosting the meeting at Maidenhead Synagogue, Grenfell Road, Maidenhead. Members introduced themselves and the organisations that they represented.

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Samantha Rayner, Shabana Farooq, Lyn Mangisi, Saghir Ahmed and Pc Louise Warbrick.

### MINUTES OF THE LAST MEETING HELD ON THE 14TH MARCH 2018

The minutes of the meeting held on the 14<sup>th</sup> March 2018 were approved as a correct record subject to the following amendment;

- That Nicola Davidson be marked as present.

### 'THE KNOW HOW'

Nick Roberts, from "The Know How" informed the forum that they were a new charity based in Windsor which was newly formed in January 2018 and was managed by Nick and his colleague Michael James. The project is organised to run for three days a week as a homeless project. He highlighted that most of the service user were homeless and were from surrounding areas. The project had an advocacy service for supporting those with issues relating to housing, health care, and addictions. It was intended that support groups would be formed to help support clients. Referrals were made via 'The Know How' website and it was noted that these referral numbers were increasing daily. The Forum were told that the charity had active social media streams and that this was looked after by Helen Price. It was also highlighted that the Facebook page and Twitter streams had good engagement from service users and that the community pages on Facebook had proved to be popular. It was noted that there were also designated pages for additions and support for young mothers.

Forum Members were told that the ambition for 'The Know How' was to create a peer led group, have a visible shopfront and to carry out outreach work. It was noted that as a result of the advocacy service that good links with the RBWM housing department had formed and that there had been significant improvements made for service users. The charity was currently in communication with Bracknell Forrest Homes regarding potential void housing or hard to let housing for their vulnerable service users. It was noted that there had been a private donation of £10,000 to the project but that this would only fund the project until September/October. The project would seek to attain funding through RBWM and intended on bidding for funding.

Members of the forum were happy to help promote the service and for their details to be exchanged with the newly formed charity.

## COVENANT FUND

Nicola Davidson outlined the item. It was discussed that there was £20,000 available for the Supporting of Armed Forces and family. The money could be used to help family and non-family members. It was highlighted that there various integration projects being launched and these included services to support with housing and health care. Support was also available to help with the application forms and the deadline for applications was the 29<sup>th</sup> July 2018. The next round of applications would be looked at in September 2018.

Harjit Hunjan informed the Forum that RBWM had received the Bronze award for its work around supporting and inclusion of staff who were involved in active duty or were reservists.

Members were reminded that there would be an area dedicated to the Army, Reservists and Police at the Alexandra Garden, Windsor Summer Fayre on the 30<sup>th</sup> June 2018. Members were encouraged to attend the event.

## COVENANT FUND

Jenifer Shaw (RBWM), outlined the item. Members were informed that GDPR and the UK Data Protection Act 2018 were now in force. RBWM now had over 60 privacy notices and these could be found on the borough's website. There had been face to face training for over 550 RBWM staff. The Forum were informed that non-compliance of data protection would result in hefty fines and penalties. Details of all privacy notices had been published on the RBWM website. Members were urged to think about the ways in which they currently store and share data and about the information journey.

It was highlighted that equal responsibilities were expected by Facebook and admin users on social media platforms. Policies and statements were needed for all types of data procession by organisations and there were also special categories of data where specific procedures should be outlined. The Forum were also reminded that there were now different requirements for keeping and storing information and that consent had become more explicit. It was also noted that fines for breaches of the GDPR and UK Data Protection Act 2018 ranged from £500,000 to £18 million. Members could contact the Data Protection team via email for all enquiries, ([DPA@RBWM.gov.uk](mailto:DPA@RBWM.gov.uk))

## SWAMI 2018 (SLOUGH WINDSOR & MAIDENHEAD INITIATIVE)

Paul Samuels,(SWAMI) outlined the above titled item. The Forum were told that SWAMI were supported by the Slough and Maidenhead Partnership, Windsor Humanists and WAMCF. The organisation aimed to bring cohorts and communities of people together via various events and activities. The Forum were informed with details of two upcoming Community showcases which would be held on the 14<sup>th</sup> July ( 11am-3pm) in Slough and on the 28<sup>th</sup> July (11am-3pm) in Windsor. It was intended that there would be a High Street Festival in 2019.

There were currently 11 associated groups in Windsor and 16 associated groups in Slough which included the DASH charity, Samaritans, Diabetes UK. It was noted that the ambition of SWAMI was to provide opportunities for communities to work more closely together. Both Slough and Windsor's MPs had attended previous events and invitations had been sent to them again for the upcoming events. The Forum were also informed that SWAMI had a steering group which met every 7 weeks and that there was a representative for each faith at each meeting. It was noted that part of the ambition and drive for 2018 was to engage the community, become more public facing and stimulate interfaith dialogue.

## NHS ENGAGEMENT WORK

Vicki Dodd outlined the above titled item. Members were informed that 'The Big Conversation' had launched and there was now a duty to involve wider working groups and stakeholders. A number of duties in urgent care had emerged and the onus was now on the local authority to have dialogue with local people around the shaping of services moving forward. Members queried the definition of urgent care and emergency care and it was highlighted that urgent care was defined as a condition or illness that required immediate attention on the same day as presenting symptoms.

A survey was currently being created and being sent out to a wider audience. Drop in and open sessions were being held at Norden Farm and at Windsor Fire Station. Online conversations were also being carried out using the Cover it Live system and these sessions would be available on the 21<sup>st</sup> and 27<sup>th</sup> June ( 7-8.30pm) There had been some analysis of those groups who may not have an understanding of critical care and further work to engage with these voluntary and community groups would be undertaken. Further email enquiries could be sent to [eastberkshireccg@nhs.uk](mailto:eastberkshireccg@nhs.uk)

### DAY SERVICES ACROSS THE BOROUGH

Deborah Mbofana introduced the item titled above. It was outlined that there was a need to engage local organisations and working groups with the shaping and review of day services currently available in the borough. Members were asked to share some activities they currently took part in, and how these activities made them feel. The Forum was told that RBWM currently provided day services for those who were aged 65 years old or above. Members discussed that there was a lack of provision in evening services and that isolation was a key factor in wellbeing for this age group. Members also discussed ways in which individuals with disabilities could be integrated into activities, as opposed to having separate services which could exclude them and create a deeper sense of isolation.

It was highlighted that there were some day services that were available for those with disabilities included Elizabeth House, Cookham. Members highlighted that should be better referral of services and dissemination of information. It was noted that WAMCF had a list of all current mapped services throughout the borough.

**ACTION- That Deborah Mbofana's contact details be circulated to the OBG.**

**ACTION- That Deborah Mbofana and Fiona Betts be invited to speak at the next OBG meeting.**

Members also discussed current "buddy" services which enabled volunteers to pair up with an individual and carry out an activity or interest together. It was noted that the Commissioning and Strategy team were currently mapping services of individual wants and hours of services.

### COMMUNITY AND MEMBERSHIP UPDATE

- Thames Valley Police- Harjit Hunjan updated the group with a briefing note provided by PC Louise Warbrick. The briefing note outlined Donald Trump's visit to the UK which would be taking place in July. It was requested that if any Member had any concerns relating to community tensions that this should be reported to Thames Valley Police. There had been some concerns raised around "Punish a Muslim Day" and Forum Members were urged to use the watchdog "Tell Mamas" for any Islamophobia related incidents.
- WAM Get Involved were hosting events as follows:
  - 11<sup>th</sup> July at 10am-12pm: Safety Adults Training in Ascot/Bray room, Town Hall, Maidenhead

- 25<sup>th</sup> July at 12pm-2pm: WAM Network Forum

Members were also reminded that the Voluntary Sector Award nominations were closing later this week. The Voluntary Sector Awards were confirmed to take place on the 26<sup>th</sup> September 2018.

- Mens Matters had a great turn out at their most recent drop in and they had seen a steady turn out of 15 attendees at each drop in session.

**ACTION- That teenage depression be added to a future agenda.**

- St Johns Ambulance had been served notice by the landlord on the current lease at the premises at York Road. It was requested that all Forum Members and that the RBWM help in looking and securing alternative sites in order for St Johns Ambulance to carry out their Community 1<sup>st</sup> Aid obligations.

The meeting, which began at 10.03 am, finished at 11.42 am

CHAIRMAN.....

DATE.....