

Minutes and Action Items

Meeting Name: Volunteer Action Group

Minute Taker: Mark Webster / Cheryl Kidman

Thursday 27th April 2023, 10.00 - 12:00

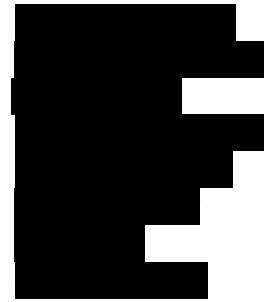
Royden Park

Attendance

Present:



Apologies:



1. Introductions and Welcome

Lorraine welcomed everyone and introduced Cheryl Kidman, Workforce Development Co-ordinator who is based at The Grange for Wirral Evolutions.

Due to Lorraine leading on the insourcing of Shared Lives coming back into Wirral Council as an internal service of Adult Care and Health, Cheryl will be the co-ordinator of future meetings of the Volunteer Action Group and will also provide support where possible to volunteers and their managers at each of the day care services.

2. Minutes and Matters Arising

The minutes from the Christmas Celebration held in December were reviewed and agreed.

3. Updates

Council / Service Update

Reminder that Day Care Services (which is still known under the branding name of Wirral Evolutions) was TUPE transferred back into the Council on 1st October 2022.

Lorraine provided the group with an overview of Shared Lives, which has recently transferred into Wirral Council with effect from 1st April. Lorraine has been overseeing the smooth transition of this service acting as the temporary Registered Manager. Shared Lives are in the process of recruiting the new team which will include a CQC Registered Manager, Senior Placement Officer and two Placement Officers. The Reablement Service is also another service that will be coming back inhouse under Adult Care and Health, timescales for this are to be confirmed.

██████████ spoke about the Day Services Coproduction Group which had been set up prior to transfer into the Council. ██████████ is still trying to help recruit two more volunteers to sit on the group which meets on a bi-monthly basis. Should anyone be interested in becoming one of the volunteer representatives please can they contact the group direct via email wedscoprogrou@wirralevolutions.org

Bike-it Project – Eastham

██████████ attended the meeting as he is keen to see if the Bike-it project can be restarted, this was put on hold during the pandemic which was being utilised by Eastham Day Centre, the Bike-It team of volunteers still tend to the bikes at Eastham but this is only at weekends to do repairs/maintenance. If it's no longer suitable for the bikes to be used at Eastham Day Centre, ██████████ is keen to discuss the possibility of the bikes being utilised elsewhere, whether it be at another day care service or possibly Birkenhead Park. Cheryl/Lorraine suggested ██████████ gets back in touch with Eastham Day Centre Manager Ellen Conlon to restart talks, decision to be made about moving the cycling project to another site.

Training for New and Existing Volunteers

Cheryl talked about the importance of training for volunteers, in line with the Wirral Evolutions Volunteer Framework, there are five essential topics that have to be completed by existing and new volunteers.

A number of volunteers have completed essential training in the last twelve months through attendance at bitesize training sessions, the majority of which were held at Dale Farm covering topics such as Manual Handling Objects/Loads, Basic First Aid / Life Support and Safeguarding & Protection of Adults.

Cheryl is looking to setup all active volunteers on Wirral Evolutions e-learning platform 'Careskills Academy'. Whilst it is recognised that online training can be tricky for some people who don't use computers/laptops, the good things about Careskills Academy it can be done through any device such as a mobile phone, ipad/tablet, etc. All you need is access to the internet.

Careskills Academy is flexible and easy to use and there would be access to 60+ short online courses, not just the five essential topics that volunteers have to complete.

The benefit of eLearning is that it can be done at the learners own pace, anytime of the day or week, in the comfort of your own home or service where you volunteer.

Cheryl would be happy to offer demonstrations at a future meeting or via zoom/teams meeting of what Careskills Academy looks like, how you access it and how to start a course, etc.

Any Other Business

Future Volunteer Action Group Meetings – Purpose/Goal/Themes

In order to make the meetings more appealing for active volunteers to attend future meetings the following was agreed;

- In advance of the next meeting, ask for agenda items/themes, ‘what do volunteers want to know more about, guest speakers, etc’
- Rotate the venue of each meeting, hold in different Wirral Evolutions locations
- Hold the meetings on different days of the week to allow other volunteers to attend
- Update/revamp the volunteers page on the Wirral Evolutions website
- Volunteers present today to gain feedback and ask other volunteers ‘what would encourage you to attend future meetings’.

Feedback about all of the above is important to capture to ensure these meetings, which are for the benefit of the active volunteers, are worthwhile and interesting.

Cheryl to liaise with Nikki Smith, Marketing and Communications Officer, who has recently returned from maternity leave, to review/update the volunteer’s page. Cheryl and Nikki will make sure all information is up to date and that its being utilised to advertise/recruit new volunteers when required and showcase the amazing work being carried out, maybe through some case studies, etc.

National Volunteers Week

This year national volunteers week will be held from 1st – 7th June.

Cheryl will be arranging thank you cards and cupcakes for our active volunteers across the Wirral Evolutions services with the help of location managers/team leaders.

Due to limited time available, ideas for a volunteer recruitment campaign would need to be planned in preparation for 2024 Volunteers Week should the need for more volunteers be identified by the service managers with clear roles/duties are what work/projects need to be carried out.

A campaign was run in September 2022 to recruit volunteers as minibus drivers as there is a shortage of drivers with D1 licences across the services. Lorraine advised that Community Action Wirral (now CVS) helped support us with this but the interest was low. Minibus drivers are a priority so Cheryl will revisit this again to see what we can do differently to advertise this volunteering opportunity through the right connections, for example Council retirement courses, contact Mersey Travel, CVS, make use of all Wirral Evolutions social media platforms.

Another future idea could also be to explore the two paid volunteer days that the Council workforce are offered on an annual basis.

4. Date of Next Meeting(s)

The group discussed the frequency of the meetings and due to low attendance over the past 12 months it was agreed future meetings would be held on a quarterly basis.

Due to the summer holiday period fast approaching, Cheryl and Lorraine have agreed it would be wise to wait until early September to hold the next meeting to allow as many volunteers as possible to attend.

Wednesday 6th September, 12.00pm (a light buffet lunch will be provided on arrival)

The venue will be **Oakenholt Day Centre, Oakenholt Road, Moreton, CH46 8TP**

Free car parking spaces are available at Oakenholt.

Please email cherylkidman@wirral.gov.uk to confirm attendance and inform of any dietary requirements by 1st August.