



Management Committee Meeting 17

Minutes of the Step Out Sheffield Management Committee held at SYPTE, Room 1.1, 1st Floor, 11 Broad Street West, Sheffield, S1 2BQ on Monday 2nd December 2019 at 2pm

1 Attendees and Apologies for Absence:

Attendees:

Sue Lee	SL	VWL (various walks) Chair , Area Link, Cascade Trainer
Sharon Cassinelli	SC	VWL (Richmond/Bramall Lane) Secretary
Tony Oxley	TO	VWL (various walks) Area Link (East)
Dan Murphy	DM	VWL (Graves Park) Database Manager
Janet Hilbert	JH	VWL (Handsworth) Publicity sub-group
Nigel Ross	NR	VWL (various walks) Treasurer/Safety Officer Area Link (West)
Margaret Hibberd	MH	VWL (Handsworth) Publicity sub-group

Apologies:

Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)
John Brookes	JB	VWL (various walks) Link SWFC/Hillsborough, Social Media

2 Approval of Minutes of last meeting

The Minutes of the last meeting (MCM 16 dated 9th September 2019) were accepted for accuracy and agreed as a correct record of the meeting. Proposed by SL, Seconded by TO.

3 Matters arising not covered by the Agenda

There were no new matters arising that were not covered by the Agenda.

SC covered the actions from the previous meeting as follows:

- Robert Horsley of Mind has not made any further contact regarding training, file until further notice
- Kevin Megson of Bailey Court Job Centre, NR & SL had attended a publicity event with very little interest being made and concluded the event produced little value
- NR application to the Co-operative Community Fund undertaken, see Agenda Item 4
- SL reported that the communication issues at Lowedges had not been completely resolved but had improved
- NR made further investigations into joining RVS, see Agenda Item 5
- NR completed general risk assessments to include on database, see Agenda Item 6
- JB Social Media/Leaflet revisions/SOS posters/Website update, not in attendance, actions ongoing
- VWL training completed 21/10/19 resulting in 5 new volunteer walk leaders
- DWAU courses are underway and now in their 5th week, report to follow on completion
- DWAU leaders asked if continuing as SOS VWLs after March '20, one confirmed, one in abeyance

4 Financial Report (NR)

The Financial Summary covering the period October to December 2019 and supporting spreadsheet had been circulated to Committee members prior to the meeting for information, and was tabled and accepted. (*Appendices 1 & 2*). Funding received from the Co-operative and SOAR will appear on the next Financial Summary.

Fund Raising

SL/NR had met with the *Co-op* Pioneer member of the Ecclesall Road store and she had offered to create a flyer to publicise Step Out Sheffield in store. SL had forwarded logos, colour-ways and suggested text, but had not yet heard back. SL to chase up and double check they can print fliers for us.

NR successfully applied for *SOAR* community grants in north Sheffield to fund the distribution of leaflets to all surgeries in North Sheffield. The total award was £660.

NR ran a report showing walker attendances, walk by walk, in October in 2017,18 &19. The 2017 and 2018 figures were similar with an overall average of 22 walkers per walk, but in October 2019 the average was down to 20 walkers per walk. Poor weather may account for some, but not all the drop in walker numbers. JB had previously suggested a University scheme whereby Uni student volunteers would visit every GP surgery and deliver leaflets. NR presented a list of medical surgeries area by area together with a cost analysis for travel and lunch for pairs of students delivering to all surgeries in each area. He estimated that of the £660 provided by *SOAR* only £420 would be needed to cover all surgeries in those areas leaving a balance of £240 to spend on distribution to other parts of the city. He suggested that VWLs might be able to cover some surgeries to reduce the list of visits the students would need to make. All agreed that medical students would be best placed for this exercise. Posters to be drafted for distribution together with the leaflets. This project proposed by NR, seconded by JH and approved by all will commence in December 2019.

Calendars (*Appendix 3*) – Duncan Froggatt, walker at Totley since 2004 is a published author who for the past 4/5 years has produced his own personal calendar and this year, VWL Kath Craig assisted him with the sales of an SOS version which have totaled 30 copies. The cost price of 30 A5 size calendars (Printers, Mensa, Abbeydale Road, S7) was £3.50 each, bigger print runs would work out less per copy. SL had undertaken market research at a dozen and found a positive response to the suggestion of an SOS calendar and especially to the idea of having a photographic competition to acquire the pictures. Committee agreed that draft copies of a 2021 calendar would need to be available by end of July 2020, that seeking sponsorship to cover printing costs was not a good idea and that the calendar should include a list of all walks together with space for date walked and a challenge to attend every walk in the scheme over the course of the year. Project proposed by SL and seconded by SL who will convene a sub-committee early in the new year to manage the project and to launch the photographic competition. SL to draft a memo to walk leaders for immediate release so walkers and walk leaders don't miss the chance to take shots of snow scenes on their walks over the next few weeks. Entries for the 2021 competition will close at the end of May 2020 and in June 2020 the 2022 calendar photograph competition will be launched.

5 Planning for the Future

The RVS (Royal Voluntary Service) application forms and information (*Appendices 4, 5 & 6*) were circulated to committee members prior to the meeting for perusal. NR scrutinized these before circulating them and saw nothing to cause SOS anything other than the minutest of problems. DAW comes under the RVS umbrella and as a DAW volunteer NR is already RVS trained. NR consulted Andy Whitehouse (AW) of Drinkwise Agewell to ask about RVS covering the social side of SOS walks. AW said RVS were looking at a possible link-up with Ramblers in the longer term and he saw no conflict of interest.

Question: If SOS joined RVS could we still be connected to Ramblers:WfH? AW advised that RVS would cover the social elements of walking, including trips and off-site visits, whilst Ramblers:WfH would continue to gather data from walks and cover walks management and delivery, but that the wording of any joint agreement would have to be very carefully formulated and agreed by all parties.

The benefits are that for £30 per year we'd receive scrutiny of our accounts, insurance cover, backing support, and recognition for social wellbeing rather than physical health. We would also receive a £500 start-up fee from RVS.

NR proposed that he approach RVS via DAW and start the process of joining RVS. We would remain with Ramblers:WfH for as long as there was funding for WfH and the aims of the scheme were maintained. JH seconded the proposal and the motion was carried unanimously.

Three Management Committee members would need to become RVS volunteers and undertake their on-line training (NR has already completed this module) TO and DM volunteered to fulfil the two vacancies.

It was further agreed by all that approval must be obtained from the VWLs before any agreement with RVS can be formalised and that SOS retains the right to pull out of any agreement if for example Ramblers announced long-term funding for WfH had been found. In the event that Ramblers withdraw support for WfH or they change the primary aims and objectives of the scheme SOS would continue under RVS who would take over our database (not the Ramblers:WfH database but our own records). This would simply result in a paper exercise similar to the GDPR exercise undertaken in 2018.

It was also agreed that the next networking meeting would provide an opportunity to reach a quorum of VWLs and consult with them about a possible future under Ramblers:WfH AND RVS. The next committee meeting must therefore be before the February network meeting.

6 Safety Report including Risk Assessments (NR)

The Safety Report had been circulated to Committee members prior to the meeting, and was tabled and accepted (*Appendix 7*). All risk assessments had been updated but require uploading to the website. They are held by the Database Manager dan.murphy.healthwalks@gmail.com and the Safety Officer nigelrosshealthwalks@gmail.com should anyone wish any further information.

A Links and Sheffield Wednesday FC walk report had also been circulated prior to the meeting for perusal and information and both were tabled (*Appendices 8 & 9*).

7 Disciplinary Procedure

Two draft documents (*Appendices 10 & 11*) introduced by NR had been circulated to Committee members prior to the meeting. As a community organisation there is no legal requirement for SOS to have a Disciplinary Procedure. However, there has been just one case in almost four years and NR was concerned that without an agreed procedure if the committee in another 4 years or so take a different course of action we might be in breach of discrimination law. As a community organisation, we are subject to discrimination law so we do need a way to record disciplinary action taken against both walkers and walk leaders should it ever occur and the best way to do this is to have an agreed procedure. The idea was discussed and it was agreed that the document presented should be amended to include the statement 'SC/Secretary to keep records of verbal, written and final warnings should any be issued, along with any following documentation appertaining to any case'. Motion proposed by SL, seconded by JH and approved unanimously.

8 Student Projects/Social Media Report

NR reported the project appeared to be going well so far. The students were attending walks and chatting to both walkers and VWLs to try and determine factors influencing the size of the walk. They were also talking to each group they visited about Social Media.

9 Volunteer Recruitment/Supporting Volunteers (JB)

JB absent, item not discussed.

10 Quarterly Network Meetings (ALL)

The Autumn Quarterly Networking Meeting held 11th November 2019 at SUFC Family Hub was attended by 39 VWLs and 2 guest speakers. It was a little noisy as we only had one room which we didn't expect but we did make £48 on the sale of raffle tickets and SLs DVDs. The Committee wish to thank Sarah Longfield of Zest for providing the workshop on Dementia Awareness & who has offered further free training. Katherine Taylor, based in Sheffield south has also offered free 45 minute workshops on Dementia Awareness. Thanks also to Val Ellis VWL, and Patsy Seddon from Ford Health Group for delivering their Mental Health Awareness workshop and to Pete Claxton VWL who is a qualified CPR trainer for his instruction and guidance of this lifesaving practice.

The Winter meeting will take place at Hillsborough Arena, on 24th February 2020 with pie and peas which all attendees will fund themselves at a cost still to be determined.

SL had been approached by the Canal and River Trust who have offered to present a 5 Weirs walk on 10th August 2020 which would be our next Summer meet up. All in favour of this kind offer and date to be diaried.

11 Christmas arrangements – closures and Seasons Greetings

SL reported that all walks responded promptly to her request for information about Christmas closures. These are now posted on the website. SL offered to send, on behalf of the committee, ecards at Christmas to all VWLs thanking them for their support throughout the year and sending Season's greetings. All in approval.

12 Drinkwise Agewell – end of project Thank You strategy

SOS have been working with DVAW for the past 4 years and it was agreed to invite the remaining staff to the Quarterly Networking Meeting at Hillsborough Arena in February as guests, to join us for pie and peas.

13 Any Other Business (ALL)

Pete Claxton CPR trainer and now qualified Cascade Trainer, to go to pre-arranged groups and provide CPR training in suitable venues. Grenoside walk have already requested a CPR workshop in the February 2020 half term school break. SL proposed we purchase our own 'resuss Annie' dummy for this purpose. All in approval. NR recommended a £400 maximum and recommended we get a decent one. To be priced and sourced.

Publicity for walks losing numbers, SL stated that number of VWLs had decreased from 160 to 140 across the year due mainly to illness. She reiterated the need for publicity to recruit new walkers and potential leaders.

Arthritis Action, Sarah Gudgin invited SOS through SL to submit information for inclusion to in the Arthritis Action national Exercise & Activity Directory signposting webpage.

Post Discharge App. Sheffield teaching hospitals Kath Craig's friend Jill Lomas is developing this app and because walking is a key element in post discharge recovery Kath Craig has made sure that SOS walks feature prominently. Kath's involvement was acknowledged.

Database Report, DM stated the database was running well with no problems.

14 Date, Time and Venue of Next Meeting:

Date of next Committee Meeting (MCM 18) Monday 10th February 2020, 2:00pm at SYPTE, TBC

The meeting closed at 4pm.