

# Project Proposal Form

Reference ALL6004

<b>Project Title</b>	Essex Neighbours & Emergency Planning
<b>Proposed start and end date</b>	Start April 2010 Including exit strategy
<b>Revision</b>	14 March 2010
<b>Lead Person &amp; Contact details</b>	Peter Blackman & Ian Flack
<b>Localities Involved</b>	All Groups

## Other members of Project Team ( if available)

To be found, including a project development manager

## Details regarding the Project including background to proposal [brief narrative]

After E&S LINK's public meeting in June 2009 Jan Yates, Public Health lead on Swine Flu in Essex, encouraged us to work with ECC to promote Flu Friends. In Appendix 1 are the self explanatory leaflets and letter which were drafted. There is also a draft PowerPoint presentation for parish councils. Whilst that plan was not progressed, it is felt that this concept has permanent possible benefits and should be pursued. It will provide E&S LINK with links to parish and town councils and wards within borough and district councils around the county. It will establish neighbourliness to look after the health, social care and wellbeing of lonely people.

E&S LINK has also been encouraged to become involved with the county's emergency planning. However, a series of events have led to cancellations of a number of meetings which were arranged to explore this. Such a meeting is now being arranged urgently to establish how E&S LINK may play a part in emergency planning and if it can be integrated into the Essex Neighbours project or needs to be a separate exercise.

On BBC Essex Dave Monk's Show on 8 March 2010 there was a harrowing story of a lady in Essex who is blind. She can't get anyone to read her post to her and help her dealt with that, with forms and officialdom. In supermarkets there is no longer a service to accompany people with a member of staff and help them with their shopping. This graphically portrays some of the sorts of needs for Essex neighbours.

This will also establish contact with parish & town councils, boroughs and districts and with more individuals so it will have a twofold additional purpose:

- More people will become aware of E&S LINK and its work; and
- We will be able to use those contacts to find out what the local health and social care issues and concerns are of those councils, wards and people.

### **Aims and Objectives**

To:

- Identify and make contact with all parish, town district & borough councils in Essex & Southend including all wards in the borough and district councils;
- Approach Wards through District & Borough Councils, Town & Parish Councils to encourage them to work with E&S LINK to identify the health & social care issues and concerns of their citizens;
- enable them to start to address those concerns & issues;
- encourage the development of small groups of Essex neighbours (along the lines of Flu Friends) to help isolated and needy people in times of health & social care issues;
- Working in conjunction with Emergency Planning & Preparedness; and,
- Working in conjunction with the Essex Neighbourhood Information Management System (contact Duncan Wood, ECC)
- Liaise with third sector organisations such as Help the Aged/Age Concern, various carers' groups, CVSs, etc

**Resources Required** [e.g. Staff, LINKs members, Partners; Information, Research.

Research & development project to be outsourced with E&S LINK management group, including locality involvement

Need for desk top research

Development of materials, project plan & PR pack

Establishment of contacts

Establish relationships

Form local partnerships

Facilitate promulgation in communities so Essex Neighbours clusters are formed

Research health & social care issues and concerns of councils, wards and individuals, collate and report them and make recommendations about ways forward with them.

**Projected cost/expenditure** [brief breakdown eg Room hire, expenses, publicity/printing, third party]

Agree brief with research & development agent to include management and incidental costs to maximum of £25,000

**Procurement issues or where guidance needed**

NO  YES  [if yes provide brief narrative]

**Possible Risks that could affect Project** [brief narrative]

Submitted by Name Peter Blackman  
Date 10 March 2010

Signed *Peter Blackman*

**Assessment Comments:**

**Project Content & Objectives**

**Resource Requirement**

**Costs/expenditure**

**Risks**

**Qualifications**

**Monitoring requirement**

**Approval / Sign-off**

Date

## Appendix 1

### Essex Neighbours

We've all heard about Swine Flu but are we doing anything about it? Can we find the booklet the Government sent to every home? Swine Flu is with us, and will be increasingly for some time to come.

This leaflet is to encourage you and everyone in our communities throughout Essex to do what will help us all get through this as best we can, together. We aren't going to be able to rely on others because they will be affected by Swine Flu as well. We're calling this **Essex Neighbours**

#### **ESSEX NEIGHBOURS SCHEME**

It is important that we support those who may not have someone to help should they become ill and need:

- Shopping
- A prescription collected
- A friendly phone call to ask how they are.

Making arrangements so that you don't have face to face contact will ensure you won't be put at risk – *for example agreeing to ring the doorbell 3 times when you leave shopping at the door!*

**Remember:** Staying indoors will prevent the spread of the disease so helping someone within the community is helping the whole community!



#### **Complete Your Essex Neighbours Checklist:**

Details of 2 contacts if you become unwell:

1] Name: \_\_\_\_\_ 2] Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Have you told them that they are your contacts?

No:  Yes:

Have you identified anyone locally that may need your help?

No:  Yes:  If yes give detail:

Name	Tel	Address

Have you given your contact number to all the above should they need to contact you? No:  Yes:

## **SWINE FLU**

You should have received a booklet (pictured) about swine flu. It gives you information including details about:

- What swine flu is
- How it is spread
- What you can do to protect yourself
- & more...

(For the latest advice call: **0800 1 513 513**)



Some of the symptoms of **Swine Flu** are the sudden onset of **fever, cough** or **shortness of breath**. Other symptoms can include headache, sore throat, tiredness, aching muscles, chills, sneezing, runny nose, sickness, diarrhea or loss of appetite.

Anyone with these symptoms must stay home and not go out. You should contact your GP **by phone**. Do not go to your GP surgery or local accident and emergency department unless you are advised to do so or you are seriously ill, because you might spread the illness to others.

**Everyone** is at risk so it is important to follow all advice. This includes planning and for this **we need your help**. We want you to:

- 1) Be prepared if you or those that live with you become unwell.
- 2) Be aware of those within your community that might need your help, should they become unwell.

Advisory information about Swine Flu encourages setting up networks of "Flu Friends". Flu friends are neighbours, friends and relatives who can help one another if any of them get ill. . We strongly recommend that you do this but **PLEASE** also consider those people who don't have anyone to help them. For this reason we want to promote the "**Essex Neighbour**" scheme.

**KEEP THIS INFORMATION IN A SAFE PLEASE**

**Draft**

**Text for a one sided leaflet re Essex Neighbours to go to Vulnerable People (but can't address them as that!)**

Needs to have the logos of ECC & E&S LINK at the top to show this is 'official'

**ESSEX NEIGHBOURS**

Swine Flu is with us and we're all going to need help if we get it.

You don't have to face this on your own.

We are encouraging people to help one another by getting together in neighbourhood and community groups.

If we get Swine Flu we will need other people to do things for us whilst we are ill and have to stay indoors.

We may need our neighbours to get us:

- Medicine
- Shopping
- Food and drink, and
- To make sure we're okay.

So please do join a group of **Essex Neighbours** who are neighbours, friends and relatives who will help one another if any of them get ill.

No one needs to come into your home if you don't want them to. You can speak to them on your doorstep or outside to make the arrangements.

If you are ill you can simply speak to one of your Essex Neighbours on the phone. You can make arrangements so you don't have face to face contact and won't be at any risk – for example, agreeing to ring the doorbell or knock 3 times when leaving you medicine, shopping or food.

Keep a note of your Essex neighbours on the other side of this leaflet.

Some of the symptoms of Swine Flu are: sudden fever, cough, shortness of breath; and possibly: headache, sore throat, tiredness, aching muscles, chills, sneezing, runny nose, loss of appetite, sickness and diarrhea.

If you get these symptoms stay home and don't go out. Ring your GP. Don't go to your GP or hospital unless you are told to do so or you are seriously ill, because you might spread the illness to others.

-oo0oo-

To: Parish/Town Councils and District/Borough Councils for Wards in large Towns throughout Essex – address to Chairs/Mayors, Clerks & Chief Executives. Mark '**URGENT**'

Dear Sir / Madam,

**RE: Reduce the spread of Swine Flu & promote "Essex Neighbours"**

You will know about Swine Flu and the impact it is having. Although symptoms have generally proved mild, it has caused more serious illness and fatalities.

We must do all we can to prevent the spread of Swine Flu, minimise the calls on health and social service providers and very importantly protect the most vulnerable within our communities. To do this we need to stimulate an effective community reaction and actively encourage the implementation of "**Essex Neighbours**". This is our countywide version of 'Flu Friends'.

As soon as possible we ask you to convene a short meeting of caring organisations in your area to highlight the importance of **Essex Neighbours**. In partnership with them we want you to spearhead community and neighbourly mutual support especially to people who are alone, isolated and in hard to reach groups.

We have enclosed a pack that includes:

- A factsheet about **Essex Neighbours**
- A leaflet promoting **Essex Neighbours** targeting those most at risk
- A PowerPoint Presentation and covering suggestions about arranging meetings about **Essex Neighbours**

By actively encouraging local action many more people can be helped thus reducing the strain on local support provision.

Essex County Council is working in partnership with the Essex and Southend LINK to promote **Essex Neighbours**. All the information that you will need for the proposed meeting is contained in this pack but do let us know if we can assist further by contacting xxxxxxxx. This letter is going to Chairs, Mayors, Clerks and Chief Executives of all Parish, Town, Borough and District Councils throughout Essex.

Please let us know about your meetings and we will try to attend as many of them as possible to support everyone with this initiative. With the present escalation in the spread of Swine Flu we suggest that you arrange a meeting as soon as possible. Depending upon how that goes and your local circumstances you may arrange another one in September when people have returned from holidays.

Thank you for your help and support.

Yours Faithfully

Peter Blackman  
Chair, countywide coordinating group  
Essex & Southend LINK

Xxxxxxxx Xxxxxxxx  
Xxxxxxxx Xxxxxxxx  
Essex County Council