** Hout Bay Forum Meeting Minutes**

 **20th November 2020 @ 13h00**

**@ Zoom**

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**PRESENT:** Jeanine Swile (DSD Metro South), Ashraf Arendse (DSD Metro South), Glenda Kaytser (WCSCF), Janice King (WCSCF)

**APOLOGIES:**  Bronwyn Moore (Community Cohesion) and the rest of the Community Cohesion Team, Shelli Marx, Leticha Swartz and Yolanda Roloma (WCED Swkers).

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| **AGENDA TOPIC** | **DISCUSSION** | **ACTION TO BE TAKEN** |
| 1. **WELCOME, INTRODUCTIONS**

**& PURPOSE of the Forum**. | Janice introduced those in attendance.There was some confusion regarding the time of the meeting and the zoom link. These technical blips will hopefully be smoothed over by next meeting. Sorry about that to all who were inconvenienced!Janice briefly highlighted to Ashraf (recent addition to the Hout Bay DSD Team), the importance and benefits of intersectoral collaboration achieved through a local forum and where the WCSCF fits in: * Gaps in service provision identified
* Enables organisations to focus on their primary role and responsibilities
* Stops replication
* Responsibility is placed where it belongs
* Increases capacity and resources of the whole sector
* New initiatives launched to address needs
* Common voice and vision without interfering in independence of any one organisation.
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| 1. **DSD**
 | In relation to questions sent in by Shelli Marx before the meeting, a discussion with Jeanine and Ashraf from DSD revealed:1. **When is DSD going to back in Hout Bay?**
* DSD briefly occupied an office in Hout Bay, but there was a glitch in the contract, so the arrangement fell through.
* A new site has been identified and a site inspection has been done. The paperwork is with Public Works and they are waiting on them. They don’t know when it will happen.
* **Ashraf Arendse** is a new Designated Social Worker on the Metro South Hout Bay Team. He has been on the team for just under 2 months. He has spent much of this time closing off his files from Retreat, Lavender Hill, Steenberg and Vrygrond.
1. **How DSD plans to go forward with following up with cancelled appointments (for clients at SASSA, Courts, etc) and how they can implement contacting relevant clients to cancel when staff are absent (clients are losing income when they are not notified of cancelations!)**
* Jeanine was not sure which clients are being referred to here.
* If clients come into the DSD Wynberg Office, then they see whoever is on duty. There is always an Intake Social Worker on duty, so people are never turned away. They are on staff Rosters at the moment, since Lockdown, with staff at the office 4/5 days a week, to stick to regulations of having only 75% of ‘bodies in the building”.
1. **How DSD plans to go forward with following up with clients/families that are priorities?**
* Throughout lockdown and to date, DSD has been accepting referrals from Hout Bay SAPS (Cpt Njaro), from Hout Bay Schools (WCED), from Hout Bay Hospitals. They have provided intervention, including Home Visits throughout (although during Level 5 & 4 they only visited for emergencies).
* Anyone is welcome to email Jeanine regarding priority clients.
* They are also in the process of putting together a **BUSINESS WHATSAPP #** for use by anyone for checking up on appointments with DSD Social Workers. This number is: 067 607 4248 It can be used by other roleplayers or clients to follow up on services and appoinments.
1. **What are DSD doing about clients that qualify for food parcels while applying for grants, etc.**
* DSD does not have Food Parcel Programmes (at the beginning of Lockdown, they had some, but those have long been all used up.
* DSD relies on other organisations with food parcel programmes, including Red Cross and SASSA. They are not sure if SASSA is still distributing COVID food parcels.
* SASSA has a **Form for: “Social Relief of Distress**”. When one applies for a SASSA Grant, if they need immediate help, then one can get this Form from SASSA at the same time (in hard copy, not online). They then need to being this Form to a Designated Social Worker who must assess the familie situation for ‘undue hardship’. ‘Undue hardship’ is found in cases where there has been a disaster (such as the families house burning down) or in cases of loss of income /unemployment of the breadwinner. This social relief is only temporary (about 3 months) and will come in the form of Vouchers.
1. **Another question has arisen this week – if a teenager does not have a birth certificate and cannot get their ID document, how can they go about getting birth certificate without having to go all the way to the eastern cape?  They obviously do not have money to go there to the hospital of their birth.  Parents may not be around too.**
* Without the presence of a parent with an ID/ Birth Certificate (BC), the next way to acquire a BC for a child is to get hold of an MOU Certificate (Maternity Obstetrics Unit) from the hospital where the child was born. This will confirm the date of birth and the nationality of the child.
* If a child is not registered in a year after their birth, they need to apply for a Late Registration of Birth (LRB) at Dept of Home Affairs. This can be done at CT, Belville and Khayelitsha Home Affairs. One has to wait a long time for a DHA Interview to process this. (Ashraf recently received notice of a DHA Interview that was requested in 2018.).
* Without an MOU, one would have to go to the District Surgeon to get an age estimate done for the child. Once this is done, a Children Court Proceeding is initiated (using a Form 8), so that the Court can Certify it. This Court certified Doc is then sent to DHA, so that the BC can be issued.

We asked DSD to put together a FLOW CHART of this process, outlining it clearly and Ashraf agreed to do this.  | JS to get back to Forum as soon as new venue has been confirmed by Public Works and they have a move-in-date.  |
| 1. **Agenda Items not covered at this meeting:**

(carry over to next meeting) | 1. Education
	1. Safe Schools – has collaboration improved?
	2. Sias Assessments?
	3. Admissions without Birth Certificates
	4. Gang fights @ Schools
2. 15 children @ Harbour?
3. Hout Bay Safe Space & Foster Parents (Tjarla)
 | JS mentioned closer collaboration with WCED Social Workers, Yolanda Roloma and Letichia Swartz and their eagerness to attend this Forum. JK to include in invites.  |
| 1. **NEXT MEETING:**
 | **VENUE**: * JS suggests we meet in person for the next meeting.
* JK to follow up with Roberto Quintas (Ward Counsellor) for use of the Hout Bay Library. Tjarla has mentioned possible use of the Amphitheatre, but this has not been confirmed. JS said she could book the Wynberg Conference Room, but this is a last resort due to distance.

**DAY, DATE & TIME**: JS seemed to think that Monday or Wednesday afternoons, @ 1pm worked best of most roleplayers. This will be confirmed with all by email with a request for feedback when these minutes are sent and we can get the first HOUT BAY Meeting of 2021 into our diaries….. | JK to acquire sizable venue. JK to email roleplayers |

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