

WEST NORFOLK DISABILITY FORUM

PLEASE NOTE – A visit to King’s Lynn Railway Station will be held at 1.30pm prior to the Meeting

Wednesday 23rd January 2013 at 2.30pm
in the Committee Suite, King’s Court,
Chapel Street, King’s Lynn

AGENDA

1. APOLOGIES FOR ABSENCE

2. MINUTES

To confirm as a correct record the minutes of the meeting held on 29th November 2012 (attached at appendix 1)

3. MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA

4. TERMS OF REFERENCE

To review the Terms of Reference for the Forum (attached at appendix 2)

5. FEEDBACK FROM THE VISIT TO KING’S LYNN RAILWAY STATION

To receive feedback from the visit to King’s Lynn Railway Station, which took place prior to the meeting.

6. OPPORTUNITY AWARDS

To discuss initial arrangements for the Opportunity Awards which would take place on 1st July 2013.

7. SUPPORT FOR ELDERLY PEOPLE IN THE WINTER

8. REPORTING ARRANGEMENTS – REGENERATION, ENVIRONMENT AND COMMUNITY PANEL

To note that the West Norfolk Disability Forum now reported to the Regeneration, Environment and Community Panel. The Regeneration, Environment and Community Panel have requested update reports on the work of the Forum on a nine monthly basis.

9. SECRETARY'S CORRESPONDENCE

10. WORK PROGRAMME

To Agree and consider the Forum's work programme (attached at Appendix 3).

11. ANY OTHER BUSINESS

12. DATE OF NEXT MEETING

To note that the next meeting will be held on 20th March 2013 in the Committee Suite, King's Court, Chapel Street, King's Lynn.

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

WEST NORFOLK DISABILITY FORUM

Notes of a Meeting of the West Norfolk Disability Forum held on Thursday 29 November 2012 at 2.30 pm in Meeting Rooms 1, 2 and 3, King's Court, Chapel Street, King's Lynn.

PRESENT:

Representing the Borough Council:

Councillors Stephanie Smeaton (Chairman), Ms L Allen and A Bubb

Officers:

Allison Bingham and Wendy Vincent

Representing Disabled People:

Wendy Blades

By Invitation (for item 4):

Helen Sismore – Sighted Guide Ambassador, My Guide

Apologies for absence were received from:

Christine Bond, Marie Connell, Jill Darling, Pat French, Adrian Porter, Kathy Warner

		ACTION
1.	<u>APPOINTMENT OF VICE-CHAIRMAN</u> RESOLVED: That Wendy Blades be appointed Vice-Chairman for the meeting.	
2.	<u>MINUTES</u> The minutes of the meeting held on 12 September 2012 were agreed as a correct record.	
3.	<u>MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA</u> There were no matters arising.	

4.	<u>MY GUIDE – REDUCING ISOLATION AND BUILDING INDEPENDENCE</u>	ACTION
	<p>The Forum received a presentation from Helen Sismore, Sighted Guide Ambassador, My Guide.</p>	
	<p>A copy of the presentation is attached at Appendix A.</p>	
	<p>A document entitled “West Norfolk Volunteering Brief” was tabled, a copy of which is attached at Appendix B.</p>	
	<p>The Forum was informed that My Guide was looking for opportunities to contact transport organisations to promote the services available to people with sight loss. Those present undertook to forward any contact details to My Guide.</p>	
	<p>On behalf of the Forum, the Chairman, Councillor Mrs Smeaton thanked Helen for the interesting and informative presentation.</p>	
	<p>AGREED: (1) Allison Bingham to forward contact details of Norfolk Green (Ben Colson) and the Council’s Licensing Manager.</p>	AB
	<p>(2) Helen Sismore to be invited to attend the West Norfolk Disability Forum Annual General Meeting.</p>	AB
5.	<u>SUPPORT FOR THE ELDERLY IN THE WINTER</u>	
	<p>This item was deferred to 23 January meeting.</p>	
6.	<u>TERMS OF REFERENCE</u>	
	<p>This item was deferred to the 23 January meeting.</p>	
7.	<u>TABLES AND CHAIRS ON BROAD STREET</u>	
	<p>Allison Bingham provided an update and advised that this item would be considered at a future meeting of the King’s Lynn Town Centre Partnership.</p>	
8.	<u>SECRETARY’S CORRESPONDENCE</u>	
	<p>Allison Bingham advised that there was nothing further to report.</p>	

<p>9.</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>Work Programme</p> <p>To be placed on the Agenda for the next meeting.</p> <p>23 January 2013: The Forum to undertake a site visit of King's Lynn Railway Station to look at the ticket barrier arrangements, etc at 1.30 pm prior to the formal meeting at 2.30 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn.</p> <p>Venues for Future Meetings</p> <p>The following venues were suggested for future meetings:</p> <ul style="list-style-type: none"> • January – Committee Suite, King's Court, King's Lynn • March – Town Hall • June – Lynnsport <p>Future Agenda Items</p> <p>The Chairman, Councillor Mrs Smeaton suggested that the West Norfolk Deaf Association be invited to give a presentation at a future meeting.</p> <p>Regeneration, Environment and Community Panel – 3 January 2013</p> <p>In response to a question from Councillor Bubb, Allison Bingham advised that she would be attending the above Panel meeting to give an Overview of the West Norfolk Disability Forum.</p>	
<p>10.</p>	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting will be held on 23 January 2013 at 2.30 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn. The Forum would undertake a site visit of King's Lynn Railway Station at 1.30 pm prior to the formal meeting.</p>	

The meeting closed at 3.44 pm

West Norfolk Disability Forum

Constitution and Aims and Terms of Reference

1. Introduction

- 1.1 The Forum was initially established by the Borough Council of King's Lynn and West Norfolk.

2. Membership

- 2.1 The Forum will consist of:

- Representatives of people with disabilities or people concerned with disabilities in the Borough.
- Individuals with disabilities.
- Seven Borough Councillors, appointed bi-annually by full Council (who can send substitutes to meetings if they are unable to attend).
- Statutory organisations such as: Borough Council; Norfolk County Council; Health Authorities; Disability Employment Services; Education Services; Any other relevant organisations.

- 2.2 The Chair of the Forum will be elected at the Annual General Meeting and will be elected to stand annually from the seven Borough Councillors. The Vice-Chair will be a representative of people with disabilities, or a person concerned with disabilities in the Borough and will be elected to stand annually.

3. Operation

- 3.1 The Forum will receive administrative support from the Secretary who shall be an officer of the Borough Council and advice and support from the Council's NRAC Auditor

- 3.2.1 The Forum will provide reports and make recommendations if necessary to any of the relevant Borough Council Panel's and Committees.

- 3.3 The Forum's Constitution and Aims and Terms of Reference shall only be changed with the formal agreement of the West Norfolk Disability Forum.

- 3.4 The Forum can appoint working groups comprising of Councillors and other members which shall be authorised to meet between meetings of the Forum for the purpose of providing, the Forum, the Borough Council and its Committees with advice on matters.

4. Meetings

- 4.1 Meetings of the Forum shall be held in public unless the Forum resolve otherwise.

- 4.2 The Forum will hold not less than five meetings a year in addition to its annual general meeting in accommodation provided by the Borough Council.

- 4.3 The Forum will hold its annual general meeting in July. The schedule of future meetings and the Forum's Annual report will be presented to the Annual General Meeting.
- 4.4 Agendas for the meetings will be published on the Borough Council's website five clear days in advance of the meeting.

5. Objectives

- 5.1 To promote equality for disabled people
- 5.2 To provide a meeting place at which disabled people and other representatives can meet with and discuss with representatives of other organisations matters of interest or concern.
- 5.3 To identify the needs and requirements of disabled people in the Borough and bring these to the notice of the Borough Council and other organisations.
- 5.4 To determine measures by which the Forum might address those needs.
- 5.5 To communicate its views and findings to relevant bodies and agencies.
- 5.6 To raise disability awareness.
- 5.7 To seek improved access in the Borough.
- 5.8 To support and promote the West Norfolk Disability Forum's Opportunity Awards Scheme.
- 5.9 To support, promote and develop the Borough Council's online access guide.

West Norfolk Disability Forum – Work Programme – 2012 - 2013

Date of Meeting	Items
20 March 2013	<ul style="list-style-type: none">- Arrangements for the Opportunity Awards on 1st July 2013- Initial arrangements for the Annual General meeting – suggestions for guest speakers etc.- Progress on King’s Lynn Railway Station report
22 May 2013	<ul style="list-style-type: none">- Arrangements for the Opportunity Awards on 1st July 2013
1 July 2013 – Annual General Meeting	<ul style="list-style-type: none">- Election of Chairman and Vice Chairman- Annual Report- Schedule of future meetings- Presentation/Guest Speaker

To be scheduled:

- Celebrate Ability arrangements – 2014
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Future possible presentations:

- Presentation from Home Instead South Lincolnshire, who cover King’s Lynn and surrounds. Have spoken with tom.mcewan@homeinstead.co.uk who would be very interested in coming along to a future meeting.
- Karen O’Hara, Norfolk County Council to be invited back to the Forum following feedback from questionnaire/survey regarding Blue Badge Scheme. Last discussed at forum on 22 May 2012.
- Helen Sisemore – Guidedogs – Last presented on 29th November. Forum Members felt may be a good presentation for the AGM.
- West Norfolk Community Transport Project – presentation re Dial-a-bus and Shopmobility. Email: enquiries@wnct.co.uk
- West Norfolk Deaf Association – Identified at meeting on 29th November – Forum are interested in a presentation on their work: Email: info@wnda.org.uk

