

1. **WPDF AGM AGENDA 22.07.15** (Pages 4 - 13)

Agenda Item 1

WEST NORFOLK DISABILITY FORUM

Wednesday, 22nd July, 2015 at 1.30 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn

PLEASE NOTE EARLIER START TIME OF 1.30pm

AGENDA

1. APPOINTMENT OF CHAIRMAN

To appoint a Chairman of the Forum for 2015-2016 (Borough Councillor).

2. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman of the Forum for 2015-2016 (non-Borough Councillor).

3. APOLOGIES FOR ABSENCE

To note any apologies for absence.

4. MINUTES (Pages 3 - 6)

To confirm as a correct record, the minutes from the Annual General Meeting held on 2 July 2014.

5. MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA

6. ANNUAL REPORT FOR 2014/2015 (Pages 7 - 8)

To receive the Forum's Annual report for 2014/2015.

7. ADULT CARE DEVELOPMENT WORKERS

To receive a presentation from Gemma Liczbinski, Adult Care Development Worker, Norfolk County Council.

8. REVIEW OF THE CONSTITUTION AND FUTURE OF THE WEST NORFOLK DISABILITY FORUM (Pages 9 - 10)

To discuss the future of the Forum and agree the Constitution.

9. ASSISTIVE TECHNOLOGY EVENT

10. BUDGET

To receive information on the Forum's Budget from the Advisor to

the Forum, Allison Bingham.

11. **SECRETARY'S CORRESPONDENCE**

12. **WORK PROGRAMME**

To suggest items and areas of work for the Forum to focus on for 2015/2016.

13. **SCHEDULE OF FUTURE MEETINGS**

To agree the schedule of future meetings as follows:

7th October 2015 at 2.30pm

20th January 2016 at 2.30pm

20th April 2016 at 2.30pm

27th July 2016 at 2.30pm – Annual General Meeting

All meetings to take place in the Committee Suite, King's Court, Chapel Street, King's Lynn.

14. **ANY OTHER BUSINESS**

15. **DATE OF THE NEXT MEETING**

The next meeting of the West Norfolk Disability Forum will be held on 7th October 2015 at 2.30pm in the Committee Suite (subject to the agreement of the schedule of future meetings).

Agenda Item 4

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

WEST NORFOLK DISABILITY FORUM

Notes of a Meeting of the West Norfolk Disability Forum Annual General Meeting held on Wednesday 2 July 2014 at 2.30 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn

PRESENT:

Councillor Mrs S Smeaton	-	Chairman
Councillor L Bambridge	-	Borough Councillor
Allison Bingham	-	Borough Council
Councillor T Bubb	-	Borough Councillor
Pat French	-	Vice Chairman
Tess Gilder	-	Park House Hotel
Genene Henshaw	-	Guide Dogs
Councillor M Chenery of Horsbrugh	-	Borough Councillor
Councillor M Langwade (sub for M Pitcher)	-	Borough Councillor
Councillor Mrs J Leamon	-	Borough Councillor
Rebecca Parker	-	Borough Council
Paul Ruskin	-	West Norfolk Community Transport
Helen Sismore	-	Guide Dogs

Apologies for absence were received from:

Shona Bradord	-	BUILD
Marie Connell	-	WNVCA
Councillor A Lawrence	-	Borough Councillor
Councillor M Pitcher	-	Borough Councillor

		ACTION
1.	<u>ELECTION OF CHAIRMAN</u> AGREED: That Councillor Mrs S Smeaton be elected as Chairman of the Forum for the period 2014/2015.	
2.	<u>ELECTION OF VICE CHAIRMAN</u> AGREED: That Pat French be elected as Vice Chairman of the Forum for the period 2014/2015.	

3.	<p><u>MINUTES</u></p> <p>AGREED: The Minutes from the West Norfolk Disability Forum Annual General Meeting held on 1 July 2013 were agreed as a correct record.</p>	
4.	<p><u>MATTERS ARISING</u></p> <p>Councillor Bubb referred to the minutes of the previous Annual General Meeting and asked if further promotion of the disabled swimming sessions had taken place. Allison Bingham agreed to investigate and report back to the Forum at their next meeting.</p>	AB
5.	<p><u>ANNUAL REPORT 2013/2014</u></p> <p>The Secretary presented the Forum's Annual Report for 2013/2014 which had been circulated with the agenda.</p> <p>Those present discussed the Borough Council's proposals for dealing with 'A' Boards and Allison Bingham agreed to ask the Town Centres Manager to provide the Forum with an update on the proposals.</p> <p>AGREED: The Forum's Annual Report was approved.</p>	AB
6.	<p><u>REVIEW OF THE CONSTITUTION</u></p> <p>Allison Bingham presented the Forum's Constitution which had been circulated with the Agenda.</p> <p>She asked the Forum on ideas on how the Forum could be promoted in the future and the following ideas were put forward, which would be investigated:</p> <ul style="list-style-type: none"> • Hold an Annual event which could include a meet and greet session, networking, guest speakers, conference etc. • Look at the distribution list for the Agenda and Minutes and try to reach a wider audience. • Advertise through voluntary organisations and charities. • Review the West Norfolk Disability Forum's pages on the Borough Council's website. <p>AGREED: (i) That the Forum's Constitution be amended to read that the Forum will meet on a quarterly basis.</p>	AB RP RP

	(ii) That a discussion topic item be added to the agenda of each meeting, with the first discussion topic being parking on pavements.	
7.	<u>BUDGET</u> Allison Bingham provided those present with details of the Forum's budget.	
8.	<u>SECRETARY'S CORRESPONDENCE</u> There was none.	
9.	<u>SCHEDULE OF FUTURE MEETINGS</u> 22 October 2014 at 2.30pm 21 January 2015 at 2.30pm 8 April 2015 at 2.30pm 22 July 2015 at 2.30pm – Annual General Meeting	
10.	<u>ANY OTHER BUSINESS</u> <u>(i) Celebrate-ability</u> Allison Bingham reminded those present that the Celebrate-ability event would be held on 21 November 2014 from 10am to 4pm in Downham Market. The event would link in with Trading Standards electric blanket testing. <u>(ii) Respite Care</u> Councillor Bubb explained that there was no overall list of respite care available. Councillor Bambridge felt that lots of organisations would benefit from an overall list. <u>(iii) King's Lynn Bus Station</u> Councillor Leamon asked that consideration be given to providing level surfaces at the bus station when it was refurbished. Paul Ruskin explained that the plans for the refurbishment project proposed moving the drop off point for dial-a-bus. Paul Ruskin commented that he felt that this was a sensible idea as the drop off point was not in the most appropriate location. He recommended installing a bay outside of the old post office building.	

	Councillor Bambridge agreed to pass on the above comments to the relevant officers.	LB
11.	<u>DATE OF THE NEXT MEETING</u> The next meeting of the West Norfolk Disability Forum would be held on Wednesday 22 October 2014 at 2.30pm in the Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk.	

The meeting closed at 4.00pm

WEST NORFOLK DISABILITY FORUM ANNUAL REPORT FOR 2014/2015

Presented to the West Norfolk Disability Forum Annual
General Meeting on 22nd July 2015

1. Introduction

The West Norfolk Disability Forum reports directly to the Borough Council's Environment and Community Panel. The Panel can task the Forum with work and request update reports as required.

2. Meetings

During the year four meetings have been held. Working Groups have also met to take forward arrangements for events such as Celebrate-ability.

3. Matters of concern and key issues/discussions throughout the year.

The Forum have dealt with a wide range of issues this year, some of which are listed below.

(i) Consultations and Investigations

- Parking on Pavements
- King's Lynn Transport Interchange Project
- Acceptance of Disabled Passengers on Public Transport
- Bicycle Parking in the multi Storey Car Park

(ii) Presentations

- The work of the West Norfolk Alliance

(iii) Updates

- The Lynnsport Road
- West Norfolk Access Guide
- Update on the Guide Dogs Campaign
- Visit to the King's Lynn Railway Station

4. Working Groups

The Forum have established the following working groups which meet on an ad hoc basis:

- Opportunity Awards Working Group
- Celebrate-ability Working Group
- Planning Applications Working Group

5. The Future

The Forum will discuss the future of the Forum and review the Constitution at the Annual General Meeting.

Rebecca Parker
Democratic Services Officer
July 2015

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 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 appointed 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 appointed 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 to the Council's Environment and Community Panel.

- 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 meet on a quarterly basis.
- 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.