

**Working Group Meeting Minutes
Thursday 28 July 2011 – 10.30am to 12pm
Council Chamber, City Hall, Norwich**

Item

Action

1.00

Apologies and Absence

Tim O'Mullane	Norfolk County Council, head of social care for operations for Norwich
Cllr Brenda Arthur	Leader of the Council
Louise Curtis	NCC - Community Engagement Officer
Bob Russell	Age UK Norwich
Mick Sanders	Norfolk Primary Care Trust, head of locality commissioning for Norwich

1.01

Present

Joyce Hopwood	Chair
Brent Pearson	NCC – (forum support)
Karen Carolan	NCC – Sheltered housing manager
Mary Ledgard	LiNK
Phil Wells	Age UK (Norwich) - Chief Executive
Steve Rees	Citywide Board
Jeanne Norman	Norwich & District Carers Forum
Stella Maynard	Norwich Age Network

2.00

Declaration of interests

None

3.00

Minutes of the last meeting & matters arising

3.01

The minutes from the last full forum meeting were agreed. BP completed a summary report of the top 3 concerns and discussion topics raised by attendees. The reports were handed to everyone and some changes were suggested. There was a shortage of time and it was agreed that **PW, BP & JH** would review the discussion topics/comments and join up some of the topics to a more refined list. **BP to distribute reports to all WG members for comment** prior to making the document available to public.

PW,
BW &
JH

BP, ALL

4.00

Activities for the day

4.01

BR & LC were nominated to lead on activities for the day. These must be fun and informative with the aim of attracting new people to the forum.

5.00

Booking contributors:

There is a definite shortage of time to prepare, so it was agreed

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by all WG members to contact people they think may want to be involved as contributors on the day (for activities or stalls) and to email these to BP (copy PW) by the 09.00am on 8 August 2011. BP & PW to review possibilities on the 08/08/11 & circulate to rest of WG for comments .	ALL BP, PW
6.00 Publicity: JH will: <ul style="list-style-type: none"> • contact Jan Holden (Library) • contact Helen McDermott (Radio Norfolk) 	JH
JN will: <ul style="list-style-type: none"> • contact Maria Plum (once leaflet has been designed) 	JN
BP will: <ul style="list-style-type: none"> • prepare poster (smaller version with tear-off sheet) • prepare press release • enquire about a venue (St Andrews / Blackfriars) • enquire about Norwich City Council's "tlc" magazine 	BP
WG members can: <ul style="list-style-type: none"> • think of ways to publicise this within their sphere of influence 	ALL
7.00 <u>Planning detailed arrangements:</u> As listed for items between 4 & 6 above. A lot of the communication/ planning may take place by WG members via emails, but we will also meet again on the 07/09/11 to review everything before the full forum.	
8.00 <u>Next meeting</u>	
8.01 07 September 2011 – Wymer Room, 10am-12.30pm (working group).	
8.02 Note to all: Minutes / posters / agenda, etc. can be found on the Norwich City Council's website (A-Z / N / Norwich older People's Forum) link for convenience: website (will be updated shortly).	

If you have any queries regarding these minutes please contact Brent Pearson: brentpearson@norwich.gov.uk or 01603 213698.