

**Working Group Meeting Minutes
Monday 27 June 2011 – 10am to 11am
Wymer Room, City Hall, Norwich**

<u>Item</u>		<u>Action</u>
1.00	<u>Apologies and Absence</u>	
	Karen Carolan	NCC – Sheltered housing manager
	Cllr Brenda Arthur	Leader of the Council
	Russell Gilmore	Norfolk & Norwich Pensioners Association
1.01	<u>Present</u>	
	Brent Pearson	NCC – (forum support)
	Mick Sanders	Norfolk Primary Care Trust, head of locality commissioning for Norwich
	Tim O'Mullane	Norfolk County Council, head of social care for operations for Norwich
	Joyce Hopwood	Chair
	Louise Curtis	NCC - Community Engagement Officer
	Mary Ledgard	LiNK
	Phil Wells	Age UK (Norwich) - Chief Executive
	Steve Rees	Citywide Board
	Bob Russell	Age UK Norwich
	Oonagh Laverty	Care and Support Worker (Norwich District Carers Forum)
	Stella Maynard	NAN
2.00	<u>Declaration of interests</u>	
	None	
3.00	<u>Minutes of the last meeting & matters arising</u>	
3.01	The minutes from the last meeting were agreed.	
4.00	<u>Review practical process for full forum on 14 July 2011</u>	
4.01	<u>Awereness / advertising:</u>	
	BP to check whether flyers can be distributed to the tourist information desk at the Forum.	BP
	JH asked everyone to distribute the poster to all their members.	ALL
	JH will contact Helen for radio broadcast for the morning of the 14 th July 2011.	JH
4.02	<u>Poster:</u>	
	BP to add item on poster to take account of the guest speakers.	BP (done)
4.03	<u>Layout:</u>	

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Diagram of the layout was handed out. All agreed the layout. Discussion about how many stalls were going to be present on the day. BP explained only 1 person responded so far. JH asked BP to resend the invite .	BP
There are only x4 flipcharts available. It was agreed that x2 flipchart pages will be put on each table. BP to arrange .	BP
It was agreed that no working group briefing would take place prior to the full forum meeting.	
<u>Facilitators</u> : BP has only been able to source x2 facilitators from NCC; Sue Starling (sheltered housing scheme manager) and Tessa Gavita (service development officer). People from the working group who have offered to assist are; Tim, Mick, Mary, Jeanne, Oonagh, Louise, Bob, Stella and Steve. BP to explain the process and responsibilities for facilitators to the NCC volunteers .	BP
Tables: it was agreed to have 8 chairs per table instead of 10. BP to arrange .	BP
<u>Resources</u> : 100 pens and 100 "participation sheets". BP to arrange .	BP
4.04 Participation sheet (Phil's sheet): PW explained how the process will work on the day.	
It was agreed to add a section at the end of the form to try capture what people value most (what they would be most concerned to see cut or reduced). PW to arrange .	PW <small>(done)</small>
Any working group members who would like to add additional "prompts" / "concerns" to the sheet to email PW or BP by 01 July 2011 .	ALL
4.05 BP will not be present on the day. BR volunteered to 'cover' BP's tasks for the morning. BP to send BR a list of what to do .	BP
Minutes: we need a volunteer from the working group to take minutes on the day. If anyone is willing – please contact BP.	ALL

<u>Item</u>		<u>Action</u>
5.00	<u>Next meetings</u>	
5.01	14 July 2011 – Blackfriars Hall, 10am-12.30pm (full forum)	
5.02	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:

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