

Disability and Carers Action Group Minutes

Wednesday 17th July 2024 @ 11am Civic Centre

	<p>Those Present:</p> <p>Hedley Brown (HB), Barrie Andrews (BA), Keith Ducker (KD), Terry Swinney (TS), Majzoub Ali (MA), Sam Elliott from SEH (SE), Laila Kricha from SEH (LK) & Laura Bidgood from SCC.</p> <p>IMPORTANT: PLEASE PRINT YOUR NAME, EMAIL OR ADDRESS ON THE ATTENDANCE SHEET, SO WE CAN SPELL YOUR NAMES CORRECTLY & SEND TO THE CORRECT ADDRESS.</p>	
	<p>Previous Minutes can be downloaded and read on the following website strf.uk – click on Focus groups and Board – click Disability & Carers then scroll down to read the minutes you want.</p>	Actions
1.	<p>Apologies for Absence:</p> <p>Apologies for absence were received from Edna Phillips, Brenda Tilley, Chris Mc Phillips, Peter Sommerville, Elaine Turner, Brenda Tilly, Robert McAllister</p>	
2.	<p>Declarations of Interest:</p> <p>None</p>	
3.	<p>KD welcomed all to the meeting and said that it was a pity that more could not attend today. He also reminded all that this was the group's Annual General Meeting (AGM). SE asked if there was enough present to hold the AGM. It was discussed and agreed that as there are no membership and that anyone can just attend when they wished to do so, then yes there was enough. So, the AGM went ahead. SE then took the meeting.</p>	
4.	<p>Minutes and Matters Arising:</p> <p>There was no meeting in June due to the amount of apologies given meaning a low number would be attending.</p>	
5.	<p>Election of Chair, Vice-Chair & Minute Taker:</p> <p>KD said that he had been sitting in the position of chair since the group reformed after Covid, but said that he did not feel that he could continue in the position as chair, due to the amount of work he does for SEH and cannot promise that he will be available to attend every meeting. He will not be able to attend the September meeting due to another commitment.</p>	

	<p>A suggestion from SE was that we have a rolling chair. That means that at each meeting one person shall take the meeting as the chair. This was agreed by all present.</p> <p>LK said that we need a secretary not a minute taker due to the amount of work that goes in to organising the meetings, ordering taxi's, inviting guests, telephoning around before the meeting to remind all that the meeting is at the Civic Centre, producing the minutes and so on.</p> <p>KD said that he did not mind taking the position of secretary. But someone would have to take the minutes for him when he is not available. SE said that the group could have a Dictaphone to record the meeting and arrange for it to be handed to KD after the meeting. All agreed that this would be a great idea and KD said that he would take the position of secretary for the group.</p> <p>MA asked how we were to pay for this Dictaphone and SE said that SEH would provide it free for the group.</p> <p>The group then went on to the Terms of Reference & Code of Conduct that needed to be looked at.</p> <p>The Old and new updated Terms of Reference are included with this newsletter. (If by email, they are attached. If by mail, they are included in the envelope)</p> <p>Please look though them and if you see anything that you feel needs changing, please bring it to the next meeting for discussion and at that meeting (August) the Terms of Reference and the Code of Conduct will be finalised and adopted by the Disability & Carers Action Group.</p>	
6.	<p>Terms of Reference and Code of Conduct:</p> <p>These were looked very closely to see that all the wording was correct and that the sections of the Terms of Reference were all correct.</p> <p>Many alterations were made be talking them through so that the would work for this group going forward. The group would like to thank SE & LK for their input to the alterations of the Terms of Reference and Code of Conduct.</p>	
7.	<p>Laura Bidgood from SCC Occupation Therapy Department:</p> <p>Laura gave a very informative presentation to the group and the group felt that they had learnt a lot from it. There were many questions about the Occupation Therapy Department by those there and Laura was able to answer every one of them. The group thanked her for attending and giving the advice that was asked for.</p> <p>KD to provide a copy of Laura's presentation to Sue Rickard.</p> <p>Laura's presentation can then be obtained by asking Sue Rickard for a copy.</p> <p>No copy available, as it could be used without permission to give our own presentation going forward.</p> <p>MA asked if any presentations in the future could be provided to the group before the meeting. KD said, if possible, he will do that.</p> <p>KD Looked into this and presentations are the property of the person/company/organisation attending, so we can only have this in advance if they wish to provide it. KD has been told by two of the invited in the future, that they could not see any reason for us to have it in advance. KD will ask at the next meeting why it is needed and reply.</p>	<p>KD</p> <p>KD</p>

8.	<p>Items for Future Meetings:</p> <p>KD said that he has many contacts of people who are willing to attend and give the group a presentation from their department within SCC or from the organisation they are from.</p> <p>TS asked if they could have a list of them so that they can see who they would like to attend future meeting and in the order of visiting.</p> <p>KD said he will list the departments within SCC and organisations so that he can be informed of who he should invite. If there is anyone left off of this list you feel would be of benefit to the group, please let KD know and he will attempt to get them to a future meeting.</p> <p>Some of the departments or organisations who have agreed to attend:</p> <p>Occupation Therapy SCC Benefits Team at SCC Adults and Communities Lead SCC Community Builders Age Concern Healthwatch Southend Achieve, Thrive & Flourish Southend Carers Breathe Easy Everyone Health SEH Fire Manager</p> <p>If you know of anyone who would be willing to attend and give us a talk on their organisation or department that could help the disabled or carers in Southend, please let him know and he will contact them on our behalf.</p>	KD
9.	<p>Any other Business:</p> <p>There was no other business</p>	
10.	<p>Meeting Agenda.</p> <p>At all meetings there is a set agenda, but you can bring anything that has to do with disability or a carer to the meeting as any other business. We welcome any concerns or ideas you have and will discuss anything that is of concern or worry to you as a disabled resident or carer within the city.</p> <p>After the meeting you will have time to bring to our attention anything that is not disability or carer related.</p>	
11.	<p>Date of next meeting:</p> <p>14th August 2024 11am at the Civic Centre</p> <p>This was cancelled due to too many apologies being received</p>	
12.	<p>Future Meeting Dates and Venues:</p> <p>All meeting will be held at the Civic Centre until the Sheltered are clear for us to return visiting.</p>	

13.	A very Important Reminder: Please provide me with an email address if you have one, as it cost a lot to send through the post. A copy of the agenda and minutes will be available at meetings, so no worry about printing.	
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