

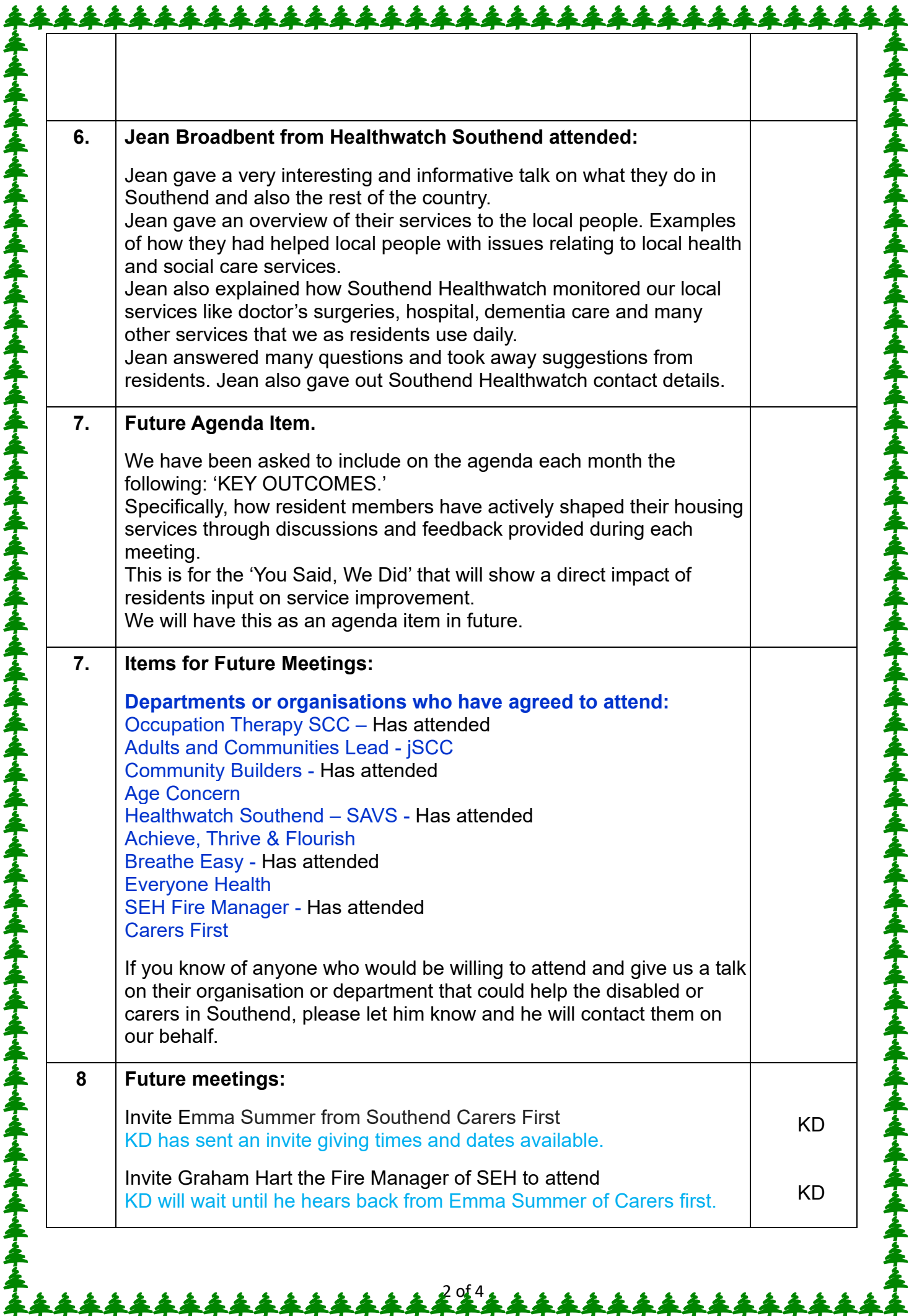


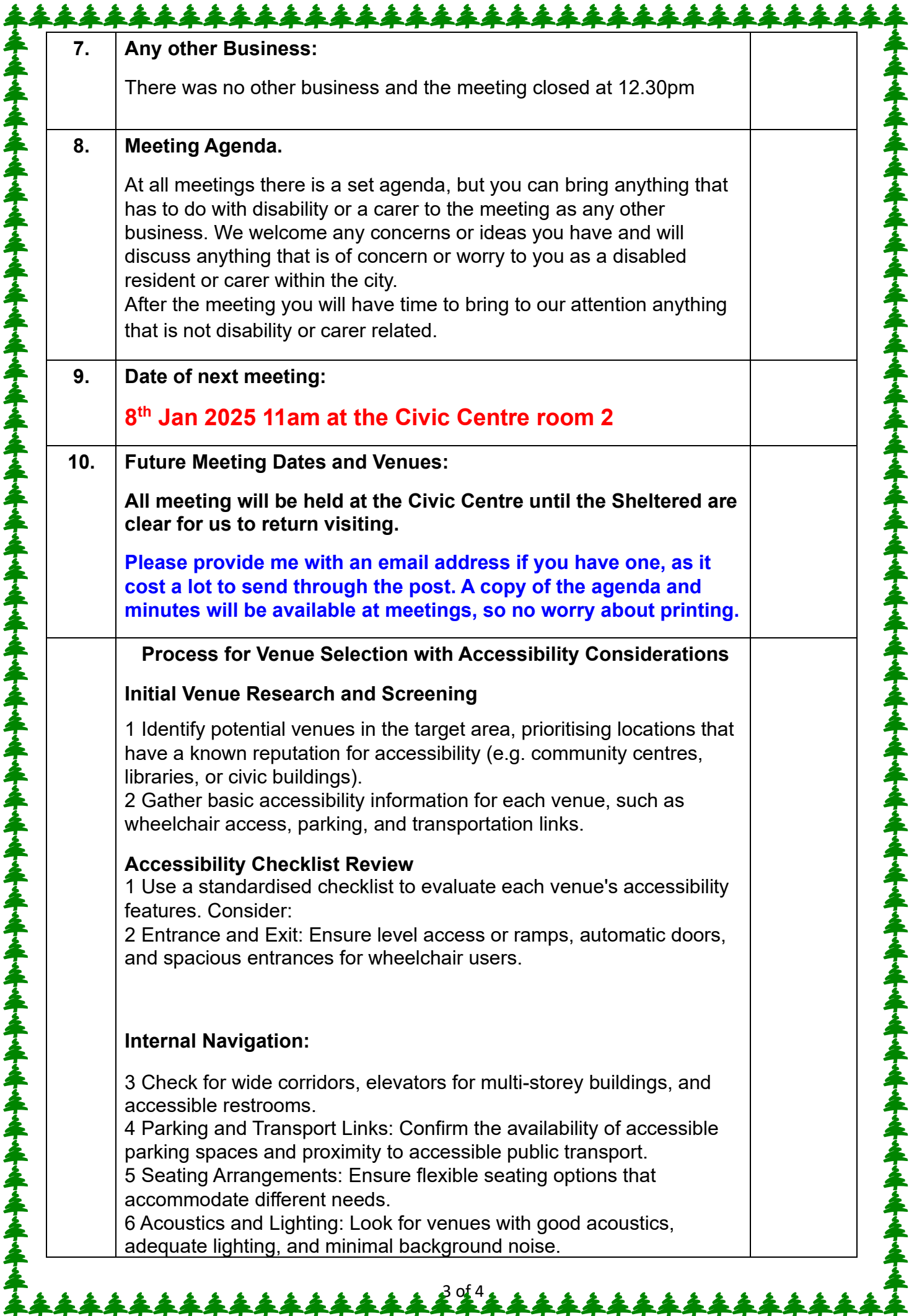
Merry Christmas and A Happy New Year to you all

Disability and Carers Action Group Minutes

Wednesday 13th November 2024 @ 11am Civic Centre

	Those Present: Keith Ducker (KD), Edna Phillips (EP), Majzoub Ali (MA), Laila Kricha (LK) from SEH & Jean Broadbent from Healthwatch Southend.	
	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.	Actions
1.	Apologies for Absence: Apologies for absence were received from Barrie Andrew, Elaine Turner, Robert McAllister, Hedley Brown	
2.	Declarations of Interest: None	
3.	KD welcomed all to the meeting and said that it was a pity that more could not attend today but understood due to a funeral taking place that residents wished to attend	
4.	Minutes and Matters Arising from Previous Minutes: The minutes were agreed as a correct record. Matters Arriving from Previous Minutes: A change to section 5 'Breathe Easy Southend'. Meetings at St Edmunds Community Hall, St Edmunds Close, SS2 4AS from 1pm till 3pm 1 st Wednesday of each month & not each Wednesday as stated.	
5.	Laila Kricha. SEH Resident Engagement Officer for the East of Southend. Laila attended so as to ask the residents their opinion on Resident Engagement Team arranging events. The list of questions can be found at the end of these minutes. Those in attendance gave their opinions on some of the ideas and also how the team could make it easier and better for residents at events. Laila took notes and said that she would feed this back to the team so that any problems they come across when arranging events can be overcome before letting residents know about the event. Laila thanked the residents and left saying she was grateful for their input.	





Special Accommodations Assessment

- 1 Verify if the venue can provide accommodations, such as induction loops for hearing aids, accessible signage, and space for assistance animals.
- 2 Confirm if staff are available to assist and trained in accessibility matters.

Engage Residents with Lived Experience

- 1 Reach out to residents with specific accessibility needs for their feedback on shortlisted venues.
- 2 Consider arranging a venue visit with some residents who may have additional mobility, sensory, or cognitive needs to assess usability in real time.
- 3 Having contact name at venue for residents to reach out to with questions or additional needs

Budget and Feasibility Review

- 1 Ensure the venue fits within budget while still meeting all necessary accessibility requirements.
- 2 If certain accessibility features are lacking, budget for temporary accommodations, such as portable ramps or hired assistive devices.

Documentation and Approval

- 1 Document the accessibility features of the chosen venue along with any planned accommodations.
- 2 Submit this information for final approval to the appropriate manager.

Communication with Residents

- 1 When inviting residents, provide detailed information on accessibility features, including how to request additional accommodations if needed.
- 2 Share directions, parking details, and contact information for support on the day of the event.

Day-of Accessibility Check

- 1 On the event day, ensure all planned accommodations are in place and confirm that the venue is fully set up to welcome residents with diverse needs.
- 2 Assign staff to assist residents with accessibility requirements, ensuring a smooth experience for everyone.

Promotion

- 1 Highlight venue's accessibility in promotion of events