



**WEST NORFOLK DIVERSE COMMUNITIES PARTNERSHIP**

**Notes of a Meeting of the West Norfolk Diverse Communities Partnership**

**held on Thursday 20 April 2006 at 9.30 am in the Council Chamber, Town Hall, King's Lynn**

**Present:**

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| Heather Farley (Chair) | - West Norfolk Council for Voluntary and Community Action |
| David Bailey           | - Fenland District Council                                |
| Tim Cara               | - Forward and Futures                                     |
| Carol Comer            | - Connexions  |
| John Drake             | - YMCA  |
| Mick Farley            | - Julian Housing  |
| Councillor D Harwood   | - Borough Council   |
| Louise Heinemann       | - KLARS   |
| Pat Kavanagh           | - Norfolk Police  |
| Lesley Lakeman         | - ARC Regions   |
| Daisy Line             | - WNVCA   |
| Brigitte Morton        | - Library Service   |
| Sohale Rahman          | - West Norfolk and Fenland Muslims                        |
| Mike Simm              | - Norfolk Children's Services                             |
| Helen Turner           | - Borough Council   |

Apologies for absence were received from:

- |               |                                    |
|---------------|------------------------------------|
| Anna Allen    | - MENTER                           |
| David Buckley | - Norfolk Police                   |
| Chris Collict | - Portuguese Speakers Association  |
| Kwai Li       | - West Norfolk Chinese Association |
| Willie Kwa    | - WNPCT – Mental Health            |
| Jill Reynolds | - EAST                             |
| Jenny Walker  | - Adult Education                  |

		<b>Action</b>
<b>1</b>	<b>Introductions and Apologies for Absence</b>  Those present introduced themselves and apologies were noted.	

2	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 9 February 2006 were amended to include the recognition of the success of the Chinese New Year celebrations held in February 2006.</p>	W Vincent
3	<p><b>Matters Arising</b></p> <p><u>Withdrawal of Funding from Connexions for YMCA Worker</u></p> <p>C Comer clarified that it was Government funding which had been withdrawn to fund the YMCA Worker.</p> <p><u>Police Sub Group – “Positively Different”</u></p> <p>P Kavanagh explained that the above was an internal group chaired by Alan Hayes. Others are invited to attend on a 4 monthly basis. It was noted that David Buckley and Pat Kavanagh were permanent members of the group. A letter has been sent to Chris Collict clarifying the membership, etc.</p> <p><b>AGREED:</b> That this would form a standard item on future agendas of the West Norfolk Diverse Communities Partnership.</p> <p><u>Patient and Public Involvement Consultations</u></p> <p>D Line reported that the responses received have been collated. A meeting took place between S Rahman and herself to discuss the detailed and complex responses and concerns from members of the West Norfolk Diverse Communities Partnership. A discussion took place on various matters including current policies and the complaints procedure associated with the QE hospital.</p> <p><b>AGREED:</b> (1) S Rahman and D Line in liaison with L Heinemann would produce a list of bullet points requiring action, backed up with the appropriate evidence and circulate to the West Norfolk Diverse Communities Partnership to sign up to.</p> <p>(2) The response would be forwarded to the PPI and a meeting requested with D Line and S Rahman. The Chair would arrange a meeting with Sheila Childerhouse at the QE Hospital to discuss the above once both had taken place.</p>	<p>P Kavanagh</p> <p>W Vincent</p> <p>S Rahman/ D Line/ L Heinemann</p> <p>H Farley/ D Line/ S Rahman</p>



	agendas of the West Norfolk Diverse Communities Partnership.	W Vincent
4	<p><b>Presentation on a project assisting those with learning difficulties in ethnic minorities</b></p> <p>The Chair welcomed Lesley Lakeman from the Association for Real Change. Lesley explained that she was the Regional Development Officer for ARC in the East of England. She is currently working on a project supported by Norfolk Learning Difficulties, concerning ethnicity and people with learning difficulties. Part of this project involves the development of policies and procedures in organisations and relevant staff training, to increase cultural awareness and competence in supporting people with learning difficulties from a minority community. A questionnaire was being circulated which is aimed at finding out the facts about the current service provision (a copy of the questionnaire is also attached to these minutes at Appendix A). The purpose of the questionnaire is to try and identify why the current services provided are not being used for those with learning difficulties in ethnic minorities. She explained that June events were scheduled as follows:</p> <p>Great Yarmouth – June 15 – at The Priory  Norwich – June 16 – at St Andrews Hall  King’s Lynn – 21 June – at Lynnsport  Thetford – 22 June – at Abbeyfield Neighbourhood Centre</p> <p>(Further details of the above events are attached to the minutes of this meeting at Appendix B).</p> <p>Lesley stated that she was experiencing difficulties of who to contact within the relevant organisations/statutory bodies. Those present agreed to forward contact details to Lesley.</p> <p>It was noted that by November 2006 local authorities were required to have a scheme in place to address the Disability Discrimination Act. It was suggested that the relevant statutory bodies should be made aware of this event to enable them to link the DDA work into it.</p> <p><b>AGREED:</b> (1) That the flyer advertising the events to be held in Great Yarmouth, Norwich, King’s Lynn and Thetford in June 2006 be circulated with the minutes of this meeting.</p>	<p>ALL</p> <p>L Lakeman</p> <p>L Lakeman/ W Vincent</p> <p>L Lakeman/</p>

	<p>(2) That the questionnaire for service providers mentioned above be circulated to the West Norfolk Diverse Communities Partnership.</p> <p>(3) Those present at the meeting forward the relevant contact details from their organisation to Lesley.</p> <p>(4) L Lakeman would contact relevant organisations in order to give them the opportunity of linking their work involved with the DDA into this event.</p>	<p>W Vincent</p> <p>ALL</p> <p>L Lakeman</p>
<b>5</b>	<p><b>Tim Cara from Forward and Futures</b></p> <p>T Cara reported that an early evening concert was being held on 24 June 2006 at St Johns Church in King's Lynn. This was a private fund raising event for Forward and Futures. West African musicians based in London would be performing. Full details would be available after the meeting with the promoter on 28 April. Posters would be placed in various locations advertising the concert. Volunteers would be required to assist on the evening.</p> <p>A 30 minute slot of performance time was available and he invited those present to suggest local groups who may be able to fill this time. P Kavanagh referred to two groups he was aware of who had performed in similar church venues and who had their own supporting technicians.</p> <p>It was noted that this event was happening at the end of Refugee Week and would be advertised as such.</p> <p><b>AGREED:</b> (1) That details of the concert would be forwarded to W Vincent for circulation with the minutes of this meeting.</p> <p>(2) P Kavanagh would forward details of the 2 groups discussed above to T Cara.</p> <p>(3) Anyone wishing to volunteer their help on the evening would contact T Cara direct.</p>	<p>T Cara/ W Vincent</p> <p>P Kavanagh</p> <p>ALL</p>
<b>6</b>	<p><b>West Norfolk West Norfolk Diverse Communities Partnership Board - Update</b></p> <p><u>Safer and Stronger Communities Fund</u></p> <p>The Chair reported that the Neighbourhood Manager interviews had taken place and Vicky Etheridge who lived in West Norfolk had been appointed and would be</p>	

	<p>taking up her post mid to late May.</p> <p>The Chair explained that community bases would be set up by partnerships including health, police, Borough Council, WNVCA etc in each neighbourhood within small properties owned by Freebridge Community Housing. This would enable the public to obtain information from one office. It was noted that this was an innovative idea and was not currently operated anywhere else in the country.</p> <p>P Kavanagh reported that the Neighbourhood Police team commenced on 1 April 2006 and are based in King's Lynn.</p> <p><b>AGREED:</b> (1) That the Chair would invite the Neighbourhood Manager to attend the June meeting of the West Norfolk Diverse Communities Partnership.</p> <p>(2) That the West Norfolk Diverse Communities Partnership be kept updated on the progress with community bases being established.</p> <p><u>Funding Panel Review Meeting</u></p> <p>The Chair reported that she was not able to attend the last meeting of the Funding Panel, but would be attending the next one.</p>	<p>H Farley</p> <p>H Farley</p>
<p>7</p>	<p><b>Sub Groups Update:</b></p> <p><u>Diversity in Schools</u></p> <p>The minutes from the recent meeting were not yet available.</p> <p>M Simm reported that a Diversity and Racial Equality Project would be taking place at St Michaels School in South Lynn. The Children's Services had contributed £1,000 to the school. The idea was to develop good practice and the funding would be used to disseminate the information. An Audit was being undertaken and an action plan formulated by D Shephard. Fairstead School would also be associated with the project together with other schools during 2007.</p> <p>A conference is scheduled for 3 October 2006 at the West Norfolk Professional Development Centre. C Collict is the lead person on behalf of the County Migrant Workers group. The conference theme will be on</p>	

	<p>diversity and education. Keith Eggleton a teacher from Great Yarmouth will be one of the speakers. The conference details would be publicised in schools and other relevant organisations.</p> <p>Concern was expressed at projects which seemed to be dominated by Norwich and Thetford and the lack of recognition of the work carried out assisting migrant workers in King's Lynn. L Heinemann stated that she had written to Joan Emerson at the County expressing the fact that King's Lynn had not been asked to contribute to projects, etc. The Chair suggested that clarification be sought as to C Collicot's role on the countywide group.</p> <p>S Rahman stated that schools were disinterested as far as equality and diversity were concerned. M Simm disagreed with this statement.</p> <p>Reference was made to an educational video which could be produced and used to assist schools in raising awareness, etc of diversity issues. A recent television programme had highlighted the success of such projects.</p> <p>A discussion took place around involving the Neighbourhood Renewal Manager in the community cohesion work.</p> <p>It was suggested that the North Lynn Discovery Centre be approached to enquire if they are able to assist with the production of a video.</p> <p><b>AGREED:</b> (1) That S Rahman draft a bid regarding the video and funding possibilities.</p> <p>(2) That contact be made with the Neighbourhood Renewal Manager and introduce the project to her as work would need to be undertaken on community cohesion.</p> <p>(3) S Rahman/D Line's visit Jimmy Yallop at the North Lynn Discovery Centre to investigate the possibility of the centre assisting with the production of a video.</p> <p><u>Welcome Pack</u></p> <p>D Line reported that additional funding was now available to produce the Welcome Pack which could be translated into 6 Languages. It was highlighted that Daisy was now in the post of Diversity Officer and would</p>	<p>S Rahman</p> <p>S Rahman/ M Simm</p> <p>S Rahman/ D Line</p>
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	<p>not be in a position to devote all of her time to producing the Welcome Pack and would require support from the West Norfolk Diverse Communities Partnership. Previous contribution pages would be circulated to those involved. It was stressed that the pages would need to be amended, added to and returned to D Line expeditiously.</p> <p>Nationally, ten other local authorities have asked to use the prototype produced by the West Norfolk Diverse Communities Partnership, with two other organisations expressing interest.</p> <p>Reference was made to the Fens Rural Pathfinder and the work undertaken by them in order to avoid any duplication. The benefits in working with them were highlighted such as savings on translations, etc. It was noted that clarification would be required. H Turner explained that the Fens Rural Pathfinder would be looking at good practice and accessibility and the best way forward in providing services. Both EEDA and EERA are involved. The Fens Rural Pathfinder has been commissioned to undertake research work and D Line, D Bailey and H Turner would be contacted to provide relevant information.</p> <p><b>AGREED:</b> (1) That D Line would email the previous contribution pages asking that they be amended, added to, etc and returned as soon as possible.</p> <p>(2) That D Line, D Bailey and H Turner provide the Fens Rural Pathfinder with the relevant information when contacted.</p>	<p>D Line/ ALL</p> <p>D Line/ D Bailey/ H Turner</p>
<p><b>8</b></p>	<p><b>Any other Business</b></p> <p><u>Gypsy Traveller Cultural Awareness Training</u></p> <p>Councillor D Harwood made reference to the training which had been recently been held at Fenland District Council. The training included the history and legislation of gypsies and travellers. Jake Bowers from the Gypsy/Traveller Association had given a very interesting PowerPoint presentation. Councillor Harwood suggested that he be invited to a future meeting of the West Norfolk Diverse Communities Partnership in order to give the same presentation. A discussion took place around the costs of repeating the training and whether it could be done via a bursary identified as specific training for the West Norfolk Diverse Communities Partnership. A</p>	

<p>suggestion was made of including EERA in subsidising the training and offering it to a wider audience.</p> <p><b>AGREED:</b> (1) That the West Norfolk Diverse Communities Partnership look at how many delegates per session could attend and feedback details to D Bailey/D Line.</p> <p>(2) That the structure of the training and how it could be delivered be investigated.</p> <p>(3) The relevant options for funding be investigated for providing further training.</p> <p><u>Children's Centre Board</u></p> <p>H Turner informed the meeting that Surestart had now become the Children's Centre Initiative and that the Board would be seeking a nomination from the West Norfolk Diverse Communities Partnership.</p> <p><b>AGREED:</b> That once the formal letter has been received inviting the West Norfolk Diverse Communities Partnership to nominate a Board member the Chair would action.</p> <p><u>Bid for Work in Chinese Communities</u></p> <p>Brigitte Morton requested that the above be discussed at the next meeting of the West Norfolk Diverse Communities Partnership.</p> <p><b>AGREED:</b> That this item be placed on the next agenda of the West Norfolk Diverse Communities Partnership.</p> <p><u>West Norfolk Group – IAG</u></p> <p>S Rahman referred to a previous meeting of the Partnership when members were invited to join the above group. It was noted that there were no costs involved in joining this group and that all expenses were reimbursed and child care provision was also available.</p> <p><b>AGREED:</b> That details inviting nominations to the above group be publicised in relevant newsletters, etc.</p> <p><u>Guidance for Gypsies/Travellers</u></p> <p>D Bailey reported that guidance for gypsies/travellers would be issued on 15 May 2006 by the Local</p>	<p>ALL</p> <p>H Farley/ D Bailey</p> <p>H Farley</p> <p>H Farley</p> <p>W Vincent</p> <p>S Rahman/ ALL</p>
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	<p>Government Association. An event would be held on 16 May 2006 in Newmarket. A CD is being finalised on bullying in schools within the traveller community.</p> <p><b>AGREED:</b> (1) That copies of the CD would be circulated to members of the West Norfolk Diverse Communities Partnership.</p> <p>(2) The Gypsy/Traveller Strategy be added to the next agenda of the West Norfolk Diverse Communities Partnership.</p> <p><u>Residential Course – Neighbourhood and Community Voluntary Work</u></p> <p>D Line reported that Dina Mullane had attended the above 3-day residential training course which provided to be most useful and beneficial.</p> <p><b>AGREED:</b> That Dina Mullane meet with the new Neighbourhood Renewal Manager to share ideas.</p> <p><u>Updates – D Line</u></p> <p><b>AGREED:</b> That this would form a standard item on future agendas of the West Norfolk Diverse Communities Partnership.</p>	<p>D Bailey</p> <p>W Vincent</p> <p>H Farley to liaise</p>
<p><b>9</b></p>	<p><b>Date of Next Meeting</b></p> <p>It was noted that the next meeting is scheduled for <b>Thursday 15 June 2006 at 9.30 am</b> (9.00 am for coffee and networking) in the <b>Heritage Room, Town Hall, King’s Lynn.</b></p>	
	<p><b>The meeting closed at 11.35 am</b></p>	