

User-Led Organisation First Core Group Meeting Mint Lane, Lincoln 19th January 2011

Present

Susan Swinburn	South Lincs Blind Society
Mike Martin	Volunteer/ Experience of mental health
Nigel Webster	West Lindsey Disability Network / Supporting parents of children with Special educational needs
Steve McGuinness	Partners in Policy Making Graduate, Trainer
Susan Lipscombe	County Carers, Parent Carer Council, son has Downs Syndrome, carer for mother.
Jo Minchin	Direct experience of Aspergers, mother of 3 children with special educational needs. County Carers, Learning Disability Partnership Board
Fay Cooper	Lincolnshire Association of people with disabilities
Ian Brown	Lincolnshire Sports Partnership

In Attendance

Emma Krasinska	Lincolnshire County Council Community Engagement Manager
Tara Kellie	Lincolnshire CDA –Current development worker ULO

Apologies

Iggy Patel	Core Group
Georgie Allen	Core Group

SUMMARY OF ACTIONS FROM MEETING: 19TH JANUARY 2011

General actions and decisions	Comments	Responsible Person	Relevant Dates
Prepare Constitution	Steve to send to Tara Tara to circulate All to make any comments	Tara /Steve	All to read and make any comments on constitution by 4 th Feb. Tara to send out ready for 9 th Feb meeting.
Prepare Terms of Reference	Tara to adapt Cambridge model.	Tara	9th Feb
Accessibility	Easy read versions of constitutions and any supporting documents to be looked into	Emma/Tara (Tara may have sourced already from another ULO will report back at next meeting)	9 th Feb
Website	All websites we have links with to provide links to ULO website. ULO website to be updated asap	All Tara to get details from Mick Skipworth for updating ULO site	On going
Critical friends/reference group	Invite to next meeting	Tara	For 9 th Feb
Involvement	Need to look at ways we can communicate and involve remotely	Jo/Steve	
Training and Development	Funding from LCC available for Partners in Policy making course plus additional pot	Tara to invoice EK	Asap

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<p>Accessibility- Any accessibility requirements for members of the group.</p>	<p>STEVE: Documents to be printed in Cyan. Could the lights be adjusted, due to buzzing, fluorescent lights not good.</p> <p>NIGEL: Level access required and accessible parking. Documents need to be posted not emailed as no email.</p> <p>JO: Wifi available at meeting venue if possible. Handouts printed for meetings.</p> <p>EMMA (for GEORGIE ALLEN): Minutes and documents need to be as accessible as possible. Any documents need to be sent out at least 1 week before the meeting. Photo symbols could be used, Lincolnshire County Council have a license for this which the ULO can use.</p> <p>STEVE: Thinks that ULO's may be able to access photo symbols for free.</p> <p>.</p>	<p>TK</p> <p>TK</p> <p>EK to support with this</p>
<p>Future Meetings</p>	<p>Everyone agreed that future meetings could be held at Mint Lane, whilst it is available. The group would like to support the user-run building. Better to have consistency and meet at the same place.</p> <p>IAN: Offered to book rooms as Sports Partnership for dates after March in case Mint Lane is not available.</p> <p>Meetings will be on Wednesdays from 10:30-12:30. Every month to start with smaller working groups in between as required.</p>	<p>IB</p>

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	<p>Wednesday 9th February 2011 10:30-12:30 Wednesday 9th March 2011 10:30-12:30 Wednesday 6th April 10:30-12:30 Wednesday 4th May 2011 10:30-12:30 Wednesday 1st June 10:30-12:30 Wednesday 6th July 10:30-12:30</p>	
Update on ULO so far	<p>TARA: Funding acquired last April to establish Lincolnshire ULO, £45,000, initially group formed to look at having a ULO event. It was later decided this would not be the best use of resources. Facilitated day held in September which established people did want a ULO. The core group was established through an application process and there are now 10 members of the core group to lead the ULO development. Resources of £15000 have been used to date leaving £30,000 remaining.</p>	
Constitution	<p>TARA: The ULO needs to establish a constitution as soon as possible to enable it to apply for further funding, open a bank account and be recognised as an organised group.</p> <p>STEVE: Has a constitution, based on the social model of disability and used by National Austistic Society. Its is a 12-14 pages but will save us time not having to reinvent it all. Steve will send it to Tara to distribute. Tara to email to everyone.</p> <p>All group to read and comment on it by the 4th February. Tara to prepare for meeting on 9th February ready for signing.</p>	<p>SM to send document</p> <p>Everyone comment to TK</p> <p>TK put together and prepare for next meeting</p>

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	<p>Discussed easyread and photo symbols for constitution. NIGEL: West Lindsey CVS have easy read versions of constitutions. EMMA/STEVE should be able to summarise the main points in Easyread/photo symbols.</p>	<p>EK to look into</p>
<p>Website</p>	<p>TARA: The ULO already has a community website on Lincolnshire County Council. Link will be emailed around group.</p> <p>STEVE: Links from any core group members websites to the ULO and vice versa would be useful and help to list it higher on Google. Steve's website is www.colour-se7en.co.uk</p> <p>EMMA: If the Lincolnshire ULO is not coming up on Google straight away, LCC web team can help with this.</p> <p>MIKE: Links should be made from: Carers Partnership website Mental Health Involvement website Voiceability local website.</p>	<p>TK</p> <p>SM</p> <p>EM if required</p> <p>MM for mental health site and Voiceability. TK/EK carers partnership, PSI/LDPB</p>
<p>Critical Friends/Reference Group</p>	<p>TARA: There are a number of people who are able to provide support to the ULO in various different areas.</p> <p>Anne Mumby- Senior Community Development Worker at Lincolnshire Co County Council, expertise in funding community knowledge. Keen to support and be involved in ULO.</p> <p>Sandy Marshall- National Centre of Independent Living, available until end of March</p>	<p>TK to invite to next meeting</p>

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	<p>to support ULO's in the East Midlands, she is happy to help with any aspect that would be useful. (Sandy was going to be at the meeting but could not get there due to traffic problems.) Sandy can connect up with national and regional agendas</p> <p>Charles Cooke Lincolnshire CDA: Legal structures advise, general business and enterprise support.</p> <p>EMMA: A reference group for the ULO is likely to grow get larger and smaller as required depending on what is needed at anytime.</p> <p>TARA: Anne Mumby, Charles and Sandy could be invited to next meeting for introduction.</p> <p>Support from Voice Ability for admin work. Voice ability (was originally speaking up) will also be the information hub for this group, they will be able to distribute information and help promote the ULO. Tara will be point of contact until Voiceability's role is confirmed and clarified with them.</p>	<p>TK to follow up with Voiceability,</p>
Chair for meetings	<p>TARA: How would the group like to organise the chairing of meetings in the future? NIGEL: discussed having rotating chairs. Everyone agreed having a rota for the chair would be the best way forward. Steve happy to be the first one on the rota. Tara will organise</p> <p>MIKE suggested co or vice chair in case someone is ill. All agreed that next person on rota would be chair if someone could not make it.</p>	<p>TK to write Rota</p>
Involvement	<p>TARA: we need to look at options for involving people who cannot attend meetings</p> <p>STEVE: has experience of using 'whiteboard' on the internet and various other forms of</p>	<p>SM and JM to look at broadband</p>

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	<p>communication via web</p> <p>EMMA: Has recently used Skype for meetings relating to the PSI board which worked well. It works better when people know each other.</p> <p>JO and STEVE have both used various methods. All agreed that we should have some training and look at the different methods available at the meeting in March.</p> <p>STEVE: It is really important that as a ULO we enable people to be involved and not let geography become a barrier.</p> <p>JO: Using technology is the best way of successfully networking in a rural county.</p>	<p>options.</p> <p>TK will investigate any training on this</p>
Funding	<p>It has been agreed with Department of Health that the funding for the ULO can roll over to the new financial year and be used flexibly. £5000 has been set aside for participatory budgets. Funding currently held in LCDA account.</p> <p>TARA: does anyone have experience of writing funding applications who could help look at this. No one able to do this at the moment.</p> <p>EMMA: Mentioned the Really Useful Stuff guidebook for community and voluntary organisations, there is training available for this at the moment as well.</p>	
Business/Action Planning	<p>TARA: Discussed the need to have a business plan/ action plan for the ULO to ensure its sustainability.</p> <p>EMMA: Successful ULO's appear to be those that do not rely on grant funding but sell</p>	<p>Business Planning Group: Fay, Nigel,</p>

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	<p>service as well.</p> <p>All agreed that a smaller group would need to look at this. Nigel, Susan, Faye, Steve and Tara. This sub group will meet after the next meeting in the afternoon.</p> <p>NIGEL: This group will also need to look at how the ULO works in practice. Wider discussion about the ULO being able to support people in the future who need to challenge accessibility issues, disability discrimination, people not making reasonable adjustments. The ULO would be well placed to provide this support to people.</p> <p>NIGEL: A lot of organisations have policies but they are not operational. Its the actions that need to happen</p> <p>STEVE: It will be important for the ULO to give information to organisations and individuals on reasonable adjustments that can be made to improve accessibility.</p> <p>EMMA: The ULO could help to ensure, follow up and check where people are reporting problems with accessibility. Essential role. No alert system for deaf people in library, this is not being addressed.</p> <p>FAY: In hospital there is no way of knowing its your turn if the rely on calling out your name, no visual prompts.</p> <p>EMMA: LINK are making some progress with accessibility in hospitals and working with the Physical and Sensory Impairment Partnership Board.</p>	<p>Susan, Steve,Tara and Sandy from NCIL.</p>

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East Midlands Regional ULO Event	There is an event running 25 th Jan in Nottingham at Trent Valley for ULO's in the East Midlands to come together and discuss working together e.g for funding applications, campaigning etc. Susan, Jo, Ian and Tara are all attending.	
Training and Development	<p>Overall it was felt that the ULO could become an useful resource of training and expertise.</p> <p>STEVE: It would be useful and valuable for members of the core group and others joining the ULO in the future, to have skills such as Graphic Facilitation. This could then be sold as a service to others, businesses, used at meetings and used to ensure that ULO meetings are accessible.</p> <p>Between us we are able to offer training and awareness in a number of different areas.</p> <p>NIGEL: We must make sure we are filling gaps and not taking away training income streams from small organisations. West Lindsey Disability Network have a model whereby they support the growth of new initiatives and assist them to become independent. What we do must add value, supplementing what already exists</p> <p>EMMA: It would be useful for the ULO to have a Learning and Development pot this was discussed at the facilitated day in Sept. Individuals could then apply to the pot to access training that would be beneficial to the ULO and to the person doing it.</p> <p>STEVE: If we can have a pot where people agree to give something back to the ULO terms of training or time this would create a useful resource. Often people go on training and don't feedback or give anything back but it is really important to do this.</p>	Business Planning group to look at.

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<p>Terms of Reference</p>	<p>TARA: Terms Of Reference for the ULO, we have a copy of the Cambridge one, proposed that we use it as the basis of ours.</p> <p>Overarching objectives of the board are to set and maintain vision, mission and values. These will also be covered in the constitution</p> <p>Core group should develop a long term strategy for the ULO.</p> <p>NIGEL: Within the business planning we also need to look at how the ULO works, its structure.</p> <p>Need to put together policies – volunteer charter – vulnerable people charter again these something that we have from Cambridshire ULO and can adapt and reuse.</p> <p>We would need to set up employment procedures in the future.</p> <p>NIGEL: Volunteers are employees and must be treated as such.</p> <p>Minute that Tara will be kept on as a support worker – has experience and knowledge that would be hard to replace. Also links to CDA have been invaluable. <i>(section copied from Jo Minchin's notes)</i></p> <p>TARA: I cannot write my own terms of reference for the Development worker, roles, responsibilities etc</p> <p>STEVE: If you send this part to me I will write and email to others. All agreed.</p>	

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	<p>MIKE: – what will we be liable for if this is a business? Need to get head around employment law and the other laws that govern this sort of thing. Could have a lawyer as a trustee?</p> <p>Liability insurance? Limited liability this also needs to be discussed.</p> <p>Need to agree roles and responsibilities for the core group members involved.</p> <p>SUSAN: You need a clear mandate from an organisation if you are standing as a representative. Is the organisation responsible or the individual. Must have that spelled out without any ambiguity. Must be mandated and minuted by the organisation.</p> <p>TARA: will complete Terms of Reference and adapt ready for the next meeting. Paper will be sent out prior to meeting.</p>	TK
<p>Partners in Policy Making –Leadership course</p>	<p>EMMA: Lincolnshire County Council, through a variety of funding streams have allocated funding to run a Partners in Policy Making Course in Lincolnshire for carers, parents, people with experience of disability. It is a Leadership and Development course, that provides a really good grounding for mutual support and effective ways of working.</p> <p>STEVE:As a graduate of the Partners in Policy making course it has provided invaluable support and learning.</p> <p>EMMA: Asked the ULO if they would be happy to host the course.</p>	TK and EK

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	<p>MIKE and JO: Need clarity on what this entails do we have to deliver it?</p> <p>TARA: Suggested the idea would be that the ULO would not deliver the course but they would organise it, advertise etc giving the ULO some publicity. It was agreed that the ULO group could do this</p> <p>EMMA: ULO will need to have a constitution and bank account in place to invoice LA.</p> <p>STEVE: Declared a conflict of interest, as he is a trainer for Partners in policy making.</p>	
<p>Development for the ULO</p>	<p>STEVE: Discussed ideas around setting up a small consultancy for people with disabilities, providing real employment opportunities. Steve currently delivers training on 'dealing with behaviour that challenges'</p> <p>FAY: LAPD deliver training in disability awareness in schools, on adaptations.</p> <p>STEVE: The ULO should be somewhere where anyone can come to for disability training and either it can sign post or be the deliverer of that support.</p> <p>NIGEL: It is important that locality based training is offered where it is delivered for the area or for a particular service. In West Lindsey Disability Network they have an arrangement whereby there they have provided disability training free to West Lindsey District Council and in return then received admin support, venues for meetings and helped to get pieces of work carried out. A reciprocal arrangement rather than always paying for support/training.</p> <p>TARA: As part business plan it would be useful to map who can provide what training</p>	

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	<p>within the core group.</p> <p>EMMA: The ULO could be offering lots of services and support including training and this will require targeted marketing.</p> <p>SUSAN: Mystery shopping for shops as a service.</p> <p>TARA: Mentioned that the Physical Disability and Sensory Impairment Partnership Board had some ideas around quality marks for shops.</p> <p>FAY: It would be useful for the ULO to receive referrals for training and be able to invoice and pay allowances to the trainers.</p> <p>JO: would like to see a facility in place where the ULO could bill for training she has carried out and she could be paid the expenses. At the moment this is difficult and as a result has turned work down that could provide an income for the ULO.</p> <p>EMMA: It will be a really important role of the ULO to be a quality checker and monitor so that if someone or a group highlights an accessibility issue, the ULO is there to check and see whether it has been followed up. E.g. a library not having a fire procedure for deaf people.</p>	
Any other business	<p>Charles Cooke to be invited to next meeting so that any questions around constitutions, liabilities of members can be clarified, Also to look at legal structure.</p> <p>Anne Mumby also to be invited to brief group on how she can help and support</p>	TK to invite CC and AM

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	<p>EMMA: Informed the group of the Altogether Better course that is being run in Loughborough. Funded by Department Health</p> <p>People would like to go but some cant due to over night stay.</p> <p>Everyone agreed that contact details could be shared with everyone in the group</p>	