



Building a community in North Norfolk

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Minutes of the Meeting of North Norfolk Pride held on 10 October 2011 at Burlington Hotel, Sheringham

Those Present: Hilary, Pieter (Secretary), Simon R, Paul, Alan, Jan (Chair)

1. Apologies

Duncan, Alex, David, John, Ruth, Shaun, Martin

2. Treasurer's Report

The treasurer reported that she had not been to the bank, but that the account should currently have a balance of £1785.79

3. Policies:

1. Child Protection

Simon & Ruth have signed a Child Protection Policy on behalf of the group – however it is generally felt that the policy is not entirely adequate. **Pieter** will contact Fi at Blah to see if she would be willing to give the group a talk on the matter.

Pieter, Simon & Ruth will continue to study the policy to make recommendations which may also result in a practical guide.

2. Vulnerable Adults

Sample 2 was proposed by Pieter, seconded by Simon and duly accepted by all present without opposition. Simon Roper is designated as our Vulnerable Adults Liaison Officer. (See appended policy statement).

3. Equal Opportunities

Proposed policy adopted subject to clarification of the term “Trustee” (to be clarified after the AGM in December). (See appended policy statement).

4. Health & Safety

Jan will look into this and propose a Health & Safety Policy.

5. Volunteers Policy

Pieter suggested wording for the volunteers policy. It was discussed, seconded by Simon and unanimously accepted. (See appended policy statement)

4. LGBT & Disabled Group AGM & Request for affiliation

(29 October, Open Meeting followed by an AGM). **Simon & Paul** will both attend the meeting. The group decided it would be a good idea to consider joining the group, subject to reviewing their constitution. **Pieter** will send the LGBT & Disabled Group Constitution to NNP Members before the next meeting.

5. AGM

Tuesday 6th December. ½ hour for AGM and the remaining time for a social. Simon will bring mince pies. **Pieter, Jan & Alex** to draft the agenda for the AGM for discussion at the next meeting.

6. Jazz Evening fund-raiser

Postponed until next year. Revisit the idea in February.

7. Pride Scarf

Paul continues to make repairs to the scarf. It was suggested we have a social at the end of October to all get involved in the repair work. Simon suggested we put this project on as a permanent point on the Agenda (**Pieter** to action). Simon relayed a suggestion from Sean to have the scarf photographed on the Broads at Wroxham.

8. Sylvia Townsend Warner

It was suggested that this also be placed on the Agenda as a permanent point (**Pieter** to action).

9. Hate Crime Vigil

Friday 28 October, 19:30-20:30 – Cromer Church. Everyone is encouraged to participate.
Organised by Vince.

10. North Norfolk Youth Group

We've been invited to send a representative (or 2) to attend one of their meetings. 3rd November was too soon – **Pieter** will ask the group co-ordinator if we can attend a meeting perhaps in March or April giving us enough time to put together a presentation. **Simon** indicated he would like to make the presentation.

11. Other Matters

1. Paul asked if he could upload photographs of the Beach Chill-Out onto facebook. There were no objections as he was doing so in his private capacity.
2. Simon suggested a Rocky Horror Show theme for the December social meeting/AGM. No decision was taken.

12. Next Meeting

Tuesday 8th November, Virginia Court Hotel, Cromer (19:00). (Note change of date – this is the second Tuesday in November).



Vulnerable Adults Policy

North Norfolk Pride is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. This policy should be used in conjunction with our Equal Opportunities Policy.

Definitions

A vulnerable adult is:

“A person who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”

(Law Commission Report 231.1995).

AND

“People with learning disabilities, mental health problems, older people and people with disability or impairment are included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.”

Abuse

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

1. Volunteers, staff and trustees have a duty to identify abuse and report it.
Confidentiality is crucial to our work and relationships with users and our confidentiality policy should be adhered to, however the welfare of our service users is paramount and takes precedence over confidentiality. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.
2. Support will be available to the volunteer or staff reporting the incident of suspected abuse from the designated Vulnerable Adults Liason Office. and support can be made available by an outside body if required.
3. Procedure
Talk to your line manager or the designated Vulnerable Adults Liason Officer about any concerns in the first instance. Following the establishment that an incident took place requiring further investigation then the Norfolk County Council Adult Social Services Adult Protection Team would be informed.
Allegation of an alleged abuse which occurred when the person is over 18 years old falls under the Protection of Vulnerable Adults and needs to be reported to the Norfolk County Council Adult Social Services Adult Protection Team, telephone 01603 275781. Volunteers and staff might be the subject of an allegation of abuse.
4. Where a member of volunteers and staff is suspected of abuse the following action should be taken:
 1. The Vulnerable Adults Liason Officer should interview the individual member of volunteers or staff with a witness present.
 2. The Vulnerable Adults Liason Officer should make arrangements for interviewing the suspected victim with an independent witness present.
A support person should be present with the suspected victim at this interview.

3. The purpose of the meetings are to establish whether there are grounds for the allegation
4. While support will be offered to the accused individual, if there are grounds for an investigation by an outside body our organisaiton will ensure every assistance is given in that investigation.
5. Suspension and/or disciplinary procedures may be implemented.
5. Simon Roper is duly appointed as North Norfolk Pride's Vulnerable Adults Liason Officer.



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Equal Opportunities Policy

North Norfolk Pride is an organisation that works according to the principle of equal opportunities for all volunteers and beneficiaries of its activities. North Norfolk Pride recognises that discrimination does sometimes take place in society at large, but it is committed both to complying with the legislation that makes it unlawful to discriminate on the grounds of sexuality, gender, age, disability, ethnicity, caring responsibilities, religion or social class and to implementing practices which recognise and develop the diversity of skills, experience and perspective of the individuals who are involved in the activity.

1. North Norfolk Pride does not discriminate on grounds of sexuality, gender, age, disability, ethnicity, caring responsibilities, religion or social class against any prospective volunteer or beneficiary of its activities. North Norfolk Pride will encourage volunteers and beneficiaries from as broad a range of the community as possible.
2. North Norfolk Pride is mindful of the special needs of those with impaired mobility, hearing or sight, those on low incomes, children and young people, and parents of babies and children. It encourages input from all who wish to make use of, or participate in, its activities and who have particular needs. North Norfolk Pride makes every reasonable effort to meet access, childcare and other requirements which would otherwise exclude some people from benefiting from what it offers.
3. If there is any grievance or complaint it should first be taken up with the organiser or leader of the activity or event which is the subject of complaint. If the issue is not resolved it should be referred to the Trustees via a letter to the Chair. If the Trustees cannot resolve the issue they will refer the matter to a mutually agreed third party.
4. The Trustees keep under regular review the procedures intended to ensure non-discrimination and make any necessary changes accordingly.



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Volunteers Policy

1. North Norfolk Pride values the contribution made by our volunteers.
2. We won't discriminate against volunteers.
3. Volunteers need to comply with our policies and guidelines.
4. An official designated by North Norfolk Pride will be the contact point for volunteers, providing help and guidance as required. At this time the Chair is designated that official.
5. This policy will be reviewed before June 2012.