Norfolk Learning Disabilities Partnership Board meeting





Thursday 30 July 2026

10:00am – 12:00pm

Meeting held using Zoom



made with photosymbols

easy read

Who attended the meeting?

This list shows how people who came to the meeting identified themselves

June Walton, Co-Chair

Rachel Gates, Co-Chair

Kyle Fraser, Self-advocate

Rachael Phillps, Self-advocate

Lee Gibbons, Learning Disability Coordinator

Lucy Adcock, ASD Helping Hands

Maxine Webb, Parent/Carer

Kiran Kaur, Thera representative

Keith Page, Thera East Anglia Supporter

Corinne Dabson, Mencap Me Time

Ciaran Maguire, Chief Executive Mid Norfolk Mencap

Rachel Clarke, Family Voice

Sophie Little, Carers Voice

Elliott Large, About with Friends

Richard Ward, CEO Assist Trust

Susan, Jack and Nicole, Members from Assist Trust

Julie Harrold, Supported Employment Manager at Assist Trust

Idris Phillips-Fry, PhD researcher

Sarah Southgate, Guest

Alison Sadler, Guest

Toni Jeary, Guest

Minutes and Declaration of Interest



Minutes were agreed from the meeting on April 30th 2026



Members that declared a declaration of interest

Rachel Gates – Has a family member attending a day service
Rachel Clarke - Has a family member attending a day service
Maxine Webb – County councillor

Action Log

	Action	What progress has been made	Person that is going complete the action	What has been done
	**Action 1:** Follow up on letter to Hertfordshire Partnership University NHS Foundation Trust (HPFT) on coproduction	Ongoing	Lee Gibbons	Letter has been sent from the Learning Disability Partnership board to ask what coproduction has happened
	**Action 2:** Rachel Gates is going to investigate how she can present both data (numbers) and real-life experiences in the delivery plan	Ongoing	Rachel Gates	Please look at page 6 to see what has been done

Action 1



Lee gave an update on the letter sent to Hertfordshire Partnership Foundation Trust about co-production.



The Board has not yet received a response.
Action: Lee will follow this up



Lee reminded members that Board information is confidential and should not be shared until it has been agreed and made public.

Action 2



Rachel gave an update on the Learning Disability Plan. She is looking at ways to show both numbers and people's real-life experiences to make progress easier to understand.

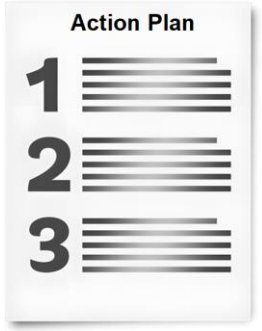


Rachel said there has been some progress and an update will be shared at the next Board meeting.



Rachel reminded members that the Board is there to support the Learning Disability Plan and avoid sharing information that could cause reputational damage to the Board or other organisations.

Question



Question: Where can I find the action plan for the learning disability plan?



Action: Lee to locate the action plan and send this over to Maxine

What we covered in the meeting



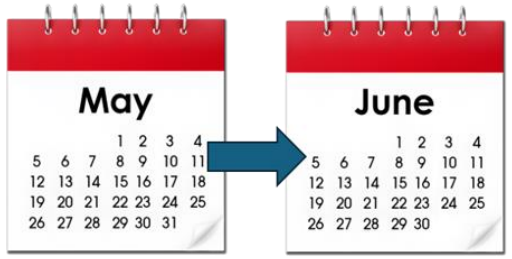
Update on the Locality Groups
Lee Gibbons

Sharing experiences on volunteering, employment.
Assist Trust



Healthcare Barriers for Learning disabled people
Idris Phillips-Fry

Locality Group Update (1)



This update was for the Locality Groups between May – June

Norfolk County Council

We had guest speakers from Norfolk County Council

Locality Group Update (2)



Lee explained that Alice Dyson was one of the Norfolk County Council members that attended the locality group meetings.



Alice started the locality group meeting by giving a recap of the work that had been completed since the last locality group meetings to do with the employment and work support.

Working Well Norfolk

Delivering CONNECT TO WORK

Lee said that Alice introduced a new support service called **Connect to Work**. The service helps people find and stay in work. You can find more information here: https://www.norfolk.gov.uk/article/70346/Working-Well-Norfolk

Locality Group Update (3)



Lee explained that Alice and her team wanted to hear from the locality groups. They wanted to learn about the support, skills, and activities available in local areas.



This information will help with a project they are developing. Alice and her team asked the locality group members a series of questions.



The questions helped them understand people's views and experiences.
Lee shared some of the answers that were given.

What new skills have you learned or got better at?



Cooking and baking



Money skills and using the till



Cleaning and household skills

Which people or service supported you and how did they help you to learn?



Forward, Assist Trust, Mid Norfolk Mencap, Independent Matters



Support workers – helping with independence, travel and community access



Parents and family – daily living skills and encouragement

What are your favourite activities to do?



Sports and exercise (bowling, swimming, golf, rugby, football, table tennis, walking)

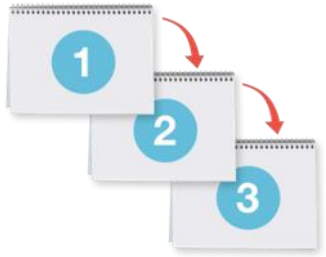


Cinema, music and entertainment (films, karaoke, drama, discos, TV)



Hobbies and interests (reading, puzzles, gaming, model cars, lifeboats, drumming)

Locality Group Update (4)



Lee explained the next steps Alice and her team will take and what they will do with everyone's feedback



Lee went on to explain we did not hold the North or East locality groups because attendance was low and the heatwave also had an impact



To make sure everyone could share their views, we sent a survey to all members. This gave everyone a chance to have their voice heard. The survey closed on 20 July.

Locality Group Update (5)



Lee said that, in the future, we will send out surveys when we ask for feedback from locality groups. This will give members who cannot attend the locality group meetings a chance to share their views.



Lee explained that there are no more locality group meetings planned at the moment. The reason for this is explained in the **Any Other Business** section.



Lee said thank you to everyone who supported the locality groups. This included the day services that let us use their rooms. He also thanked the members who regularly attended the locality group meetings.

Sharing experiences on volunteering, employment - Assist Trust (1)



Julie and Richard introduced themselves.
They also introduced Susan, Jack, and Nicole members from Assist Trust.

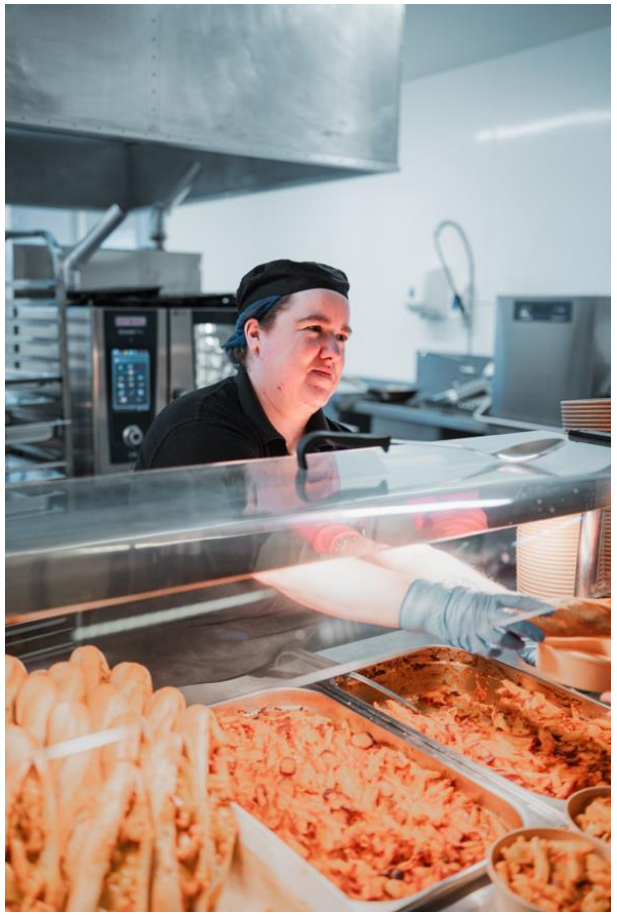


Richard explained that Assist Trust offers lots of different types of support. This includes travel training, building people's confidence, and helping people find work.



They shared a detailed video about the support they provide.
The video explained their volunteering, employment, and travel training support.
To watch the video, click here: Assist Volunteering, Employment and Travel Training Support presentation

Sharing experiences on volunteering, employment - Assist Trust (2)



Susan, Jack, and Nicole shared their experiences of employment.
Susan shared their experience of being supported by Assist Trust into paid employment.

She explained that Assist Trust helped her apply for her job, provided travel training and job coaching, and continues to support her in work.

Susan has worked as a Kitchen Assistant at Long Stratton High School for three years and enjoys her role.

Sharing experiences on volunteering, employment - Assist Trust (3)

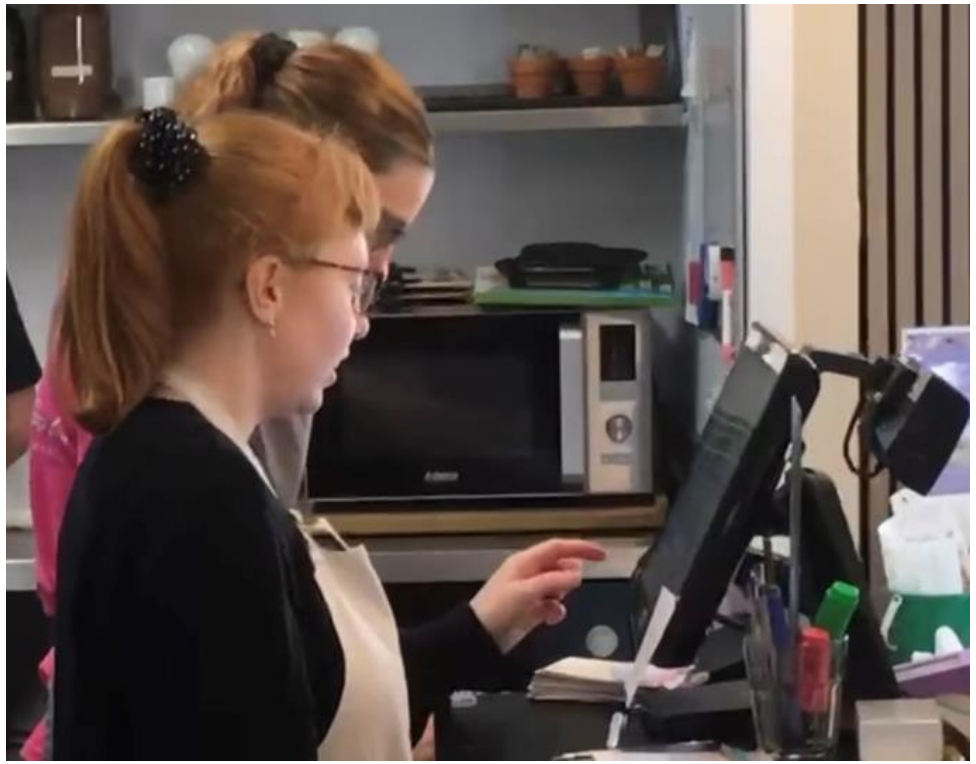


Jack shared his experience of working with Oxfam.

He explained that Assist Trust supported him with travel training, job coaching, and other training.

Jack said he enjoys his volunteering role and likes making a difference.

Sharing experiences on volunteering, employment - Assist Trust (4)



Nicole shared her experience of working at The Walled Garden, where she has been volunteering for the past 10 months. Nicole explained that she found the volunteering opportunity herself.

She said that Assist Trust supported her with applying for the role, travel training, and job coaching.

Nicole said the team continues to support her by reviewing her placement and helping her with changes to local bus services.

Sharing experiences on volunteering, employment - Assist Trust (5)



The Assist Trust team thanked the Board for inviting them to attend and share their experiences.



Lee said it was important to recognise positive achievements. He added that the Board would welcome other day services to attend future meetings and share their experiences.



The Board thanked Assist Trust for their excellent work and recognised the positive impact of their support.

Question



Question: What is the best part of your jobs?



Answer:
Susan: Working in a friendly atmosphere and feeling included
Jack: I liked when I got signed off and learning about travel training
Nicole: Having a job the I found myself

Question



Question: Do you all get paid?



Answer: Yes Susan, Jack and Nicole are all paid. It's good for other members to see them doing well at work. It may encourage others to do the same.

Question

Question: Would you recommend Assist Trust to your friends?



Answer:
Susan: Yes I would tell them what Assist trust does for me
Jack: Yes, Staff are very helpful and kind
Nicole: Yes, I am in an Assist Trust house and I have learnt cooking skills and how to travel by bus

Question



Question: What is the referral Pathway?



Answer: There are lots of ways. The best thing to do is talk to your Social Worker. You can also find us on the Norfolk County Council directory or use the Skills and Employment pathway.



Richard shared the Assist Trust email for anyone who has more questions or would like more information: office@assist-trust.co.uk

Comment



Comment: There could be more support for young people from college age onwards. When they leave college, there is often a gap in support. This can worry parents because some young people may not be ready to start work straight away.



There is a big gap in support. Assist Trust offers groups that help people build confidence and social skills. The groups change every 16 weeks, so there is always something new to try.



These groups can help people get ready for volunteering or work.

Healthcare Barriers for Learning disabled people

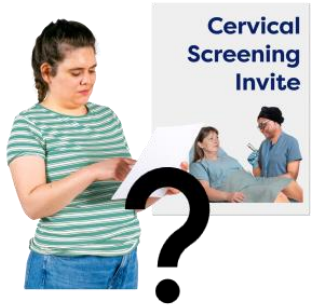
Idris Phillips-Fry (1)



Idris Phillips-Fry introduced himself and explained he is a PhD researcher at the University of East Anglia (UEA).



He is doing research about cancer screening for adults with learning disabilities.



He wants to understand why fewer people with learning disabilities go for cancer screening.

Healthcare Barriers for Learning disabled people

Idris Phillips-Fry (2)







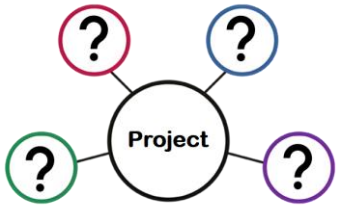
The research looks at breast, cervical and bowel cancer screening. Idris is working with the Hertfordshire Learning Disability Trust.

He wants to hear from adults with learning disabilities, carers and healthcare staff.

People will be asked to share their experiences and talk about what makes screening easy or difficult.

Healthcare Barriers for Learning disabled people

Idris Phillips-Fry (3)



The research will happen in three stages.
1. People will help decide the aims of the project.



2. They will talk about the barriers and what could help.



3. They will work together to suggest improvements to NHS screening services.

Healthcare Barriers for Learning disabled people

Idris Phillips-Fry (4)



Idris asked people to get involved, share their experiences and help other people take part.



The project is still at an early stage. He is looking for people who would like to help shape the research.



Idris thanked everyone for listening and invited questions.

Question



Question: How will you support people if talking about their experiences is upsetting?



Answer: The project will have a clear plan to support people. Participants will know what to expect, sensitive conversations will be handled carefully, and support will be available if needed.

Question



Question: How will people be able to share their views?



Answer: Most feedback will be collected through conversations and interviews. Surveys may also be used if they are a good way to gather people's views.

Question



Question: Will there be information that can be shared with other people and groups?



Action: Idris to make a one page flyer explaining the project and how people can get involved and to circulate this

Question



Question: How does this project link to Learning Disability Annual Health Checks?



Answer: The project builds on annual health checks by exploring why some people do not take up cancer screening, especially where follow-up is often missed.

Any Other Business (1)



Rachel Gates explained that the contract for organising the Learning Disability Partnership Board and Autism Partnership Board is being re-tendered.



Because this process is still taking place, future locality group and Board meetings cannot be confirmed yet. The organisation will choose by the beginning of September. Meeting dates will then be confirmed as soon as possible.



Rachel thanked ASD Helping Hands for all their work in supporting the Partnership Boards, including organising meetings and producing Easy Read documents.

Question

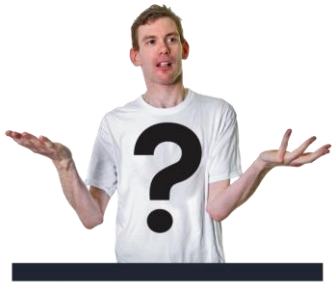


Question: How much involvement have people with a learning disability and autistic people had in the tender process for this service?



Answer: The service is currently out to tender. The current tender was not co-produced because it uses the same service plan that was co-produced when the service was first created.

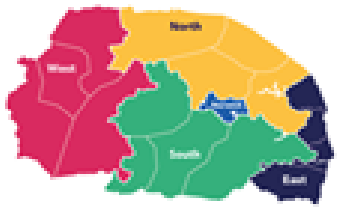
Question



Question: Is there a group in Norfolk like Suffolk People First?



In Suffolk, there is a group called Suffolk People First. It is for people with learning disabilities, their families, and carers. They meet every three months to talk about things like health, social care, employment, and how to improve services.



Answer: Yes, this is covered by the Norfolk Learning Disability Partnership locality groups

Question



Question: Who facilitates Suffolk People First?

Answer: Ace Anglia

Date of Next Meeting

To be confirmed

Co-Chair June Walton	Co-Chair Rachel Gates