

Minutes/Notes from the Accessible Communication Sub Group  
20<sup>th</sup> April 2009



Present

Sue Seager, Karen Dunn, Angela Seddon, Sian Jay.

Apologies

Stuart Ashurst, Dave Denner, Andy Spencer, Anthony Hobson, Sharon Farrell. Angela Molyneux, Vincent Mc Donnell, Roseanne Patterson.

The meeting began with a positive round.

**Agenda Items ,Action Points and Updates.**

1) Matters Arising

- All present read the minutes from the last meeting of the 27/2/09 and agreed these as correct.
- Sue informed the meeting that there were problems with the Support Worker post being evaluated at the requested pay scale.

**Action**

Sue & Angela to investigate if we can advertise at the present pay scale and whether this pay scale would be sufficient in respect of the applicants having the appropriate skills for this role?

If pay scale is unacceptable Sue and Angela will contact Corporate Personnel.

**Update.**

Post was advertised in the internal bulletin on **Friday 5<sup>th</sup> June**. At the present time we have not received any applications. We are now waiting to hear what the next stage will be.

2) Feedback re; Leaflets and 'Easier to Read' Information.

- All present agreed it would be of benefit for the council to have its own policy or strategy re; consultation and producing the above information.
- Leaflets have been prioritised. Karen is working on these when time allows.
- Sue has been working with Supported Employment to produce an accessible leaflet. There were some issues but Karen is in the process of resolving these.

**Action**

- Sian to begin to draft a document re: policy.
- Sue to attach notes of the discussion held at this meeting and further information to contribute to this policy/document. Karen to also forward supportive information to Sian.

3) Update Re: Wigan Image Library. (Our Wigan and Leigh Picture Library)

- The web page is still in the process of being set up.

### Update.

Karen is working with Dave Green (administrator) and the Wigan and Leigh Picture Library is now on the web page. Anthony is sending our newly created symbols to Dave who uploads them straight away.

Sue is sending a copy of the Essential Life Style Plan template to Karen to also be put on the Web site. Anthony has recently replaced all the Widgit symbols in the template with our own.

Criteria to access this site will be on the agenda of the next meeting.

### 3) Audit/ Staff Questionnaires

- Some forms still need to be returned
- Information thus far shows a lot of variations in staff skills and access to IT equipment.

### **Action**

Sue to chase up absent forms from staff. All findings will inform our training plans and feedback to LDPB.

### 4) Current Plan/ Day Services Elements

Please find attached handouts .Firstly the over view re: Current Projects, followed by a breakdown of the following individual projects:

Centres of Excellence, Café Choices, Developing Resources, updated 'Role of ACT Champions', Person Centred Planning Pilot and Future Staff Training in Accessible Communication. Minutes from PCP sub group also attached to provide an update to PCP pilot and future intended accessible communication training. (On agenda at next meeting)

These handouts give an over view:

- Current projects being developed.
- How the Day Services elements are hoped to be taken forward.
- The role of the 'ACT' champions updated and agreed at the DSM's meeting of the 21<sup>st</sup> May 09.
- PCP pilot connecting with the proposed future Accessible communication training.

Sian pointed out that we should capitalise on the benefits to local business re; Café Choices project. When there is capacity to produce a leaflet to promote the project Sian can advise.

### **Action**

Sue to record the above information on the new Act, updated implementation plan.

**NB The developments of some of these projects are dependant on the recruitment of the Accessible Communication Support Worker as stipulated in the bid.**

### 5) Sub group membership

It was agreed to widen the profile /work of the accessible communication team we should try to enrol new members from other teams etc.

### **Action**

Members to consider who to invite, Sue to invite new members.

## 6) Any Other Business

- Performance Disability Awareness Week

Sian has invited 'More Than Words Theatre Company' to perform at an event.

### **Action**

Sian to confirm the date of the event re; performance with Sue.

- Please forward any agenda items for sub group's next meeting.
- Future funding on going item at next meeting.

Notes taken by Sue Seager

## Future Meeting Arrangements

### **Please confirm your availability as soon as possible.**

Suggested dates for ACT subgroup next meeting.

Friday July 31<sup>st</sup> ( am or pm) Friday August 7<sup>th</sup> (am or pm)

### **NB. ACT Day Service Champions.**

Please see updated 'Champion's Role'. We have agreed with DSM's that champions will attend sub group meetings on a rota basis. One champion at the meeting, at any one time. Andy Spencer please confirm attendance for the above dates.

We have agreed if possible all ACT champions to attend resource meetings, once every two months.

### **Please confirm your availability as soon as possible.**

Suggested dates for ACT Resource Meeting.

Monday 13<sup>th</sup> July (am)                      Wednesday 15<sup>th</sup> July (am)

Future dates to be booked at next meetings.

Many thanks  
Sue