

Minutes/Notes from the Accessible Communication Sub Group
31 July 2009



Present

Sue Seager, Karen Dunn, Angela Seddon, Vincent McDonnell.

Apologies

Stuart Ashhurst, Andy Spencer, Anthony Hobson, Sharon Farrell, 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 20/4/09 and agreed these as correct.
- The members noted their continuing concern at the lack of attendance from Day Services, Supported Living and Supported Employment champions.

Action

A lengthy discussion took place in respect of the attendance of this sub group. In the present climate, it was agreed that everyone had to consider wisely and prioritise which meetings are attended. Sue will continue to circulate all minutes to current members and seek to invite new members to join the group.

2) 'Easier to Read Information/Accessible Communication Policy

- Information has been forwarded to Sian.

Action

Any further information requested to be forwarded 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. Karen brought and talked through handouts to explain this to group.
- Anthony, Sue and Vincent have arranged to meet with Dave Green on the 8th Sept to look at general practicalities and establish what needs doing. The file type in which to save our images may need to be changed which would mean a lot of work.
- Future meetings will be arranged to make this site accessible and 'Fit for Purpose'
- Karen and Sue met to propose criteria to access site. This process will be made available to all when established.

This criteria was agreed and is as follows:

That staff who wish to use the accessible resources section of the corporate image library must be either:

- **Working in learning disability services (council initially, until access is set up for Health colleagues), or**
- **Staff who are supporting an individual with communication difficulties, e.g. someone whose first language isn't English, or a person with memory problems.**

Individuals can make a case for using accessible resources - requests will be considered by the Accessible Communications Sub Group.

4) Support Worker Post Update

- Angela and Sue have completed the business case for this post and we await the outcome. A realistic approach to our plans has had to be undertaken as this post was fundamental in achieving the outcomes identified in the bid. Sue has recognised that she and Anthony have still been trying to meet these objectives. Due to the growth and demand of the drama project and that the time needed to work closely to support Anthony has been identified, the plan will need to be adjusted accordingly.
- Karen informed us a post has been established in her team for an accessible communication officer. This post could be of great benefit to our work although it has quite a varied and different job specification. It may now be possible for us to have a regular news letter. For further details of this post please contact Karen.

5) Communication Presentation

ACT are due to give feedback at the 7th October Partnership Board Meeting (Soccer Dome at 9.30am) and there is an expectation that all members will attend. Sue will contact Karen and Vincent for support to put this presentation together.

Next meeting:

10am-12noon At Mayfield 11th Sept (main Agenda item is future funding and project development ideas) Dave Denner Day Services rep.

- Please forward any agenda items for sub group's next meeting.

Notes taken by Sue Seager