

**Total Communication Advisory Group meeting  
15 December 2009**

<b>Present</b>		
Claire Bartlett	Professional Lead, Speech & Language Therapy, CLDT (Chair)	CB
Lucy Westcott	Total Communication Officer, CLDT (notes)	LW
Vicky McCall	Speech & Language Therapist	VM
Anita Beverton	Southdowns Housing Association, Training Coordinator	AB
Sharon Borrett	Southdowns Housing Association, Practice Development Trainer	SB
Mary Oliver	Direct Payments/Federation of Disabled People	MO
Jenny Fensom	Supported Employment Officer	JF
<b>Apologies</b>		
Peter Craske	Workforce Development Team	
Mark Hendriks	Commissioning Team	
Jacqui Streeter	B&HCC Day Services	
Mandy Voice	B&HCC Day Services	
Karen Kingsland	Learning Disability Partnership Board worker	
Daniel Harvey	B&HCC, Unit Manager	
Natalie Winterton	B&HCC, Health Facilitator	
Alice Ellis	Liaison Nurse	
Linda Moore	Liaison Nurse	
Annie King	Grace Eyre Foundation, Manager Supported Living	
Michael Stone	Scope, Service Manager	
Kate Woodall	Albany View Day Centre, Day Centre Officer	
Michael Fullerton	Care Management Group	
Andy Meadows	Speakout	
Sarah Pickard	Speakout	
Claire Smith	Care Co-ops, Projects Development Worker	
Ant Miles	Intensive Interaction Group	
Miranda Wharam	Children & Young People's Trust	
Sandra Stinton	Care Management Group	
Kathy Biggle	Self Directed Support Project	
Carer's Centre		

<b>Actions &amp; Decisions</b>	
--------------------------------	--

**Total Communication Advisory Group meeting  
15 December 2009**

Topic	Action
<p><b>1. Total Communication Advisory Group Meeting</b></p> <p>1.1. This meeting is to share good practice and learning – the more people come the more we can spread our ideas and learning and the easier it will be to carry out actions – therefore it was agreed that the Total Communication Advisory Group meeting will be held monthly to give a better sense of continuity and focus.</p> <p>1.2. Total Communication Advisory Group would like to put together a mission statement to go on the Brightpart website – the Total Communication Charter Workstream have a statement they are developing which we could use.</p> <p>1.3. The meeting discussed the idea of a leaflet for the Total Communication Advisory Group but there is one in the Total Communication Charter pack and it will be posted on the Brightpart website so there is no need.</p>	<p>LW to forward 2010 dates to mailing list &amp; post them on the Brightpart website</p> <p>CB to look for the Total Communication Charter statement &amp; feedback next meeting</p> <p>LW to send out email advertising the Total Communication Advisory Group including link to the Brightpart website and mission statement when finalised</p> <p>LW to see if link to the Department of Health Easy Read guidance is on the Brightpart website</p>
<p><b>2. Total Communication Launch Day</b></p> <p>2.1. The Total Communication Launch Day work stream held their second meeting 15/12/09 – Lucy updated on progress so far – notes will be sent out to the TC Advisory Group</p> <p>2.2. Anyone else who would like to be involved in planning and carrying out the day please contact Lucy Westcott (Tel. 01273 295121 Monday/Tuesday or lucy.westcott@sussexpartnership.nhs.uk)</p>	<p>LW to send out minutes to Total Communication Advisory Group mailing list</p>
<p><b>3. Total Communication Charter</b></p> <p>3.1. The meeting went through the feedback received from Tim Wilson, Mark Hendriks &amp; the Person</p>	<p>LW to add B&amp;HCC, SPT, LDPB logos to the Charter (&amp;</p>

**Total Communication Advisory Group meeting  
15 December 2009**

<p>Centred Subgroup about the TC charter and changes will be made as a result.</p> <p>3.2. There was discussion about the Workforce Development Team's 'Thumb's Up' DVD – the Total Communication Charter standards and Thumbs Up standards need to be in line with each other so we are sending out consistent messages.</p> <p>3.3. There were suggestions that companies and/or organisations who sign up to the charter can have their logo displayed on the Brightpart website; or that the Total Communication 'logo' can be displayed on their website or shop etc – like the 'Thumbs Up' campaign logo; or a poster with the list of standards and logo will be signed and dated and displayed.</p> <p>3.4. The meeting discussed how we will check the charter is being used once the company or organisation signs up to it – AB said that Southdowns have a trained group of service user quality consultants, together with a part time worker who supports them, who review companies which has been a great success – we could approach Suzette Attwood for volunteers &amp; bid for funding from the Person Centred subgroup and other subgroups.</p>	<p>also Total Communication logo when complete)</p> <p>CB to send out amended Total Communication Charter to Advisory Group mailing list</p> <p>TC Charter workstream to contact Workforce Development Team to compare &amp; hopefully coordinate standards</p> <p>LW to look into how to copyright/encrypt images on the internet to ensure it's not misused</p>
--	---

**Next TCA Group meeting 3 February 2010, 2pm at 86 Denmark Villas**