

**Total Communication Advisory Group meeting
30 September 2009**

Present		
Karen Kingsland	Learning Disability Partnership Board worker	KK
Claire Bartlett	Speech & Language Therapist	CB
Sharon Barrett	Southdowns Housing Association	SB
Daniel Harvey	B&HCC, Manager Belgrave Day Centre	DH
Natalie Winterton	CLDT, Health Facilitator	NW
Mary Oliver	Direct Payments/Federation of Disabled People	MO
Lucy Westcott (notes)	CLDT, Total Communication Officer	LW
Annie King	Grace Eyre Foundation, Manager Supported Living	AK
Michael Stone	Scope, Service Manager	MS
Kate Woodall	Albany View Day Centre, Day Centre Officer	KW
Michael Fullerton	Care Management Group	MF
Apologies		
Carer's Centre		
Andy Meadows	Speakout	
Anita Beverton	Southdown's Housing Association	
Liaison Nurses		

Actions & Decisions	
Topic	Action
<p>What is Total Communication Devise a definition for Brightpart website – Total Communication is an ethos/philosophy/umbrella term to cover all methods of communication & expression - this group is to advise and spread the word</p>	
<p>LDPB Funding A bid to the Learning Disability Partnership Board gave enough money for Lucy Westcott to be a Total Communication Officer starting 5 October 2009 two days a week – Mondays and Tuesdays</p>	
<p>Total Communication Launch Event Workstream There will be a Total Communication launch event in April 2010 – Lucy Westcott is lead on this</p> <p><i>Some ideas:</i></p> <ul style="list-style-type: none"> • Keep running list of who produces information for their organisations (this will be useful for follow up purposes after the event) • Produce a standard invitation letter 	<p>Give LW contact details for people with communication responsibility who should be invited to launch</p> <p>LW to arrange meeting dates & forward to TCA group</p>
<p>Charter, Core Standards & Audit Workstream East Sussex County Council has put together their Core Standards for</p>	LW to forward

<p>Total Communication which includes an audit tool for services; Care Management Group also has an audit tool they use for TC</p> <p><i>Some ideas:</i></p> <ul style="list-style-type: none"> • Use the Person Centred Approaches Charter as a template for a TC charter or to put a TC part in the PCA charter • Put together a charter for people to sign up to • List on LDPB website who has signed up to the charter • Connect TC charter to Person Centred Approaches charter • People who could sign up to the Charter – GP surgeries, dentists etc 	<p>these tools to the TCA group (LW to contact CMG & find ESCC tool on system)</p> <p>CB to lead on this workstream</p>
<p>Total Communication Future Funding Workstream We will need to source ongoing funding for future TC work</p>	<p>LW to lead on this workstream</p>
<p>TCA group meetings What do we want from these meetings?</p> <ul style="list-style-type: none"> • This meeting can be used to advise and to identify good practice • We can trial resources & handouts for the TC Event at this meeting. • We will have a theme for each meeting – people can bring in examples of total communication resources to discuss. • Directory of Resources • We can build a directory of resources to post on the Brightpart website • TC Surgeries • Flipchart list of resources on topics • Business Time at beginning of each meeting for updates from the workstreams <p>Topic for next meeting will be 'What is Total Communication?' Bring examples of ways to break the communication barrier Bring your 'problems' (respect confidentiality)</p>	<p>Ask Tim Wilson to send letter to all staff who take the Communication Course & Person Centred Planning events to invite them to be part of the TCA Group Also send this letter to other organisations who do communication training</p> <p>Topic for next meeting 'What is Total Communication?'</p>
	<p>KK to put advert for Speakout's Loud & Clear group on the LDPB web page</p>
<p>Next TCA Group meeting 15 December</p>	