



c/o Sandra Edwards
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Date:

Dear project leader,

The Learning Disability Partnership Board (LDPB) has approved your bid for Learning Disability Development Fund (LDDF) money. One of the requirements is that you report on how the project is going and how the money is being spent. The LDPB want three reports per year from each project. The first report will cover the months of April through July. There is a form for your report on the next two pages. You need to submit a report even if there is little or no project activity during the specified months.

When you fill in the form please remember to use easy to understand language. It will help if you use some photos or pictures.

The LDPB want to know how your project is moving towards the targets you set. They would like to know the actual numbers for the amount work done, money spent, people helped and things like that. The LDPB would also like to know if you have learnt any important lessons about this work or if you have had any problems and what you did about them. Also, the LDPB would like to know of any special achievements or success that comes from your project.

Please send your first report by mid-August 2009. We prefer, if possible, to receive your reports by email to karen.kingsland@brighton-hove.gov.uk. We assume the person sending the email is responsible for the report just as if they had signed it.

Your report will be put on the LDPB website (www.brightpart.org). Please do not put any personal or identifying information or images in your report unless you have the written permission of the person affected.

Best regards,

Karen Kingsland,
LDPB Project & Development Officer

Learning Disability Development Fund (LDDF) Progress report



Name of project: Link Group visits to residential homes

Project Lead: Sarah Pickard, Speak Out

Sub Group overseeing project: PCA Sub Group

Project Targets from original bid:

We will make a report about each visit. Our report will let you know:

- The address of the house we visited
- How many people we talked with (but not their names because they may not feel comfortable with us telling their names)
- how many of those people did know how to make a complaint
- how many of those people felt able to make a complaint
- any suggestions for making the complaints process better in that home

How the project will do this work:

The members of the Link Group will visit people who live in six residential homes and will talk to them about making complaints and speaking up. We will be supported by a worker from Speak Out

We will make sure the support workers are not in the room with us when we talk to the residents. We will ask the residents if they know how to make a complaint about their home or the way they are supported in their home.

How much 2009/10 LDDF money the project gets: £1,615.00

Name of person completing this report:

Learning Disability Development Fund (LDDF) Progress report



What the project has done in April 2009 through March 2010:

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