

## Total Communication Advisory Group Meeting

### 1 September 2010 - Buckingham Road

Apologies - Claire Bartlett, Karen Kingsland, Stuart Vincent, Sarah Pickard

**1. Communication Passport Workshop** – Vicky McCall talked about what these are, the meeting split into pairs and filled in templates to make each other a communication passport – people enjoyed making passports – some commented it was good for staff as it gave them a better idea of what's involved – lots of people thought they could use communication passports – there was quite a lot of concern around the time takes to make them – an idea would be to put them together over longer period of time rather than in one day

**2. TC Surgery** – questions & comments were about Communication Passports please see above

### **3. Business meeting**

#### 3.1. Actions from last minutes

1.1. *LW to advertise future meetings and send regular reminders – also to make it clear that the workshop part can be attended by everyone - Completed for September meeting & in progress*

1.2. *LW to ask Vicky McCall to pass on regional & local Intensive Interaction meeting dates to Lyndsey Way at CMG - Completed*

1.3. *LW to chase Charter Pilot participants for their nominee names - Done*

1.4. *LW to email Beach House, Ant Miles & Peter Craske re TC Charter Pilot - Done*

1.5. *LW to email Peter Craske to ask for free Makaton symbols – completed (see below point 3.4)*

1.6. *LW to email Assessment & Care Management Team & B&HCC services/providers offering Photosymbols package - Still to do*

1.7. *LW to arrange for Peter Craske to do another Makaton workshop at TCAG meeting - Still to do*

1.8. *LW to email Care Management & Assessment Team and Transitions Team re sending a representative to this meeting - Completed*

3.2. Good news – we have won a funding bid for another event next year – more discussion on this at the next meeting

3.3. TC Steering Group - nominees were requested to attend the business part of these meetings (and potentially to be on Events Panel) – LW to email for confirmation

3.4. Free Makaton packs - the Workforce Development Team has some free packs – these include Core vocabulary; Animals, Transport & vehicles; the National Curriculum – they will be given to services who have signed the Total Communication Charter & where the majority of staff can use Makaton and/or have completed Makaton Beginners/Foundation courses – contact Peter Craske ([peter.craske@brighton-hove.gov.uk](mailto:peter.craske@brighton-hove.gov.uk)) if you are eligible

#### **4. Actions**

4.1. Peter Craske to put TC logo onto training literature for Makaton, Intensive Interaction, SALT - LW to email logo

4.2. LW to put Communication Passport into Word document & forward to TC Group members

4.3. LW to email request for Steering Group meeting members

4.4. LW to chase for remaining TC Champion nominee names

4.5. Board maker symbols can be moved to clip art – LW to ask Dan how

4.6. LW to update Brightpart website

4.7. Meetings

- next workshops to be arranged & TC Group informed asap – LW
- LW to send out hard copy meeting invites to services
- LW to send out hard copy agendas in advance including times
- LW to specify when workshops are relevant for service users or for staff
- LW to request RSVP meeting invitations to give some idea of numbers
- To consider making TC meetings later in the day (eg 15:00 – 16:30) – CB, VM & LW to discuss

**Next meeting Tuesday 9 November**

**3pm Buckingham Road**

(agenda & workshop details to be sent out separately)