

Easy Read Agenda (26th February)



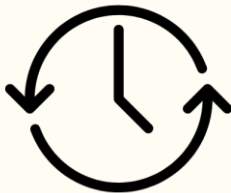
Shared Food

This week we will eat chicken wings and chips.



Welcome

We will introduce new members.



Updates

- Sharing the new flyer draft.
- Service inspection ideas.
- Community Living Rooms Network information.



Group Agreement

We will write a group agreement together.

This will set out our goals and share what we want to get from the group.



Accessibility Review

The group will review how accessible our meetings are.

This includes emails and reading materials.

Staff Attendance	Group Attendance
Ash; Casey	10 people

Agenda	Task/updates	Responsible	Completed
Sharing the new residents group flyer draft	<p>Some of the group gave feedback on our new promotional flyers for the group in the meeting, while others wrote in.</p> <p>Feedback: [On the leaf diagram] “We should make the point about hearing your views first.”</p> <p>Action: ‘have your say’ and ‘get involved’ were switched.</p> <p>Feedback: [On the Easy Read images] “I wonder if there could be an extra, clear female figure in the second picture to reassure that the service is for women and girls too.”</p> <p>Action: We made sure the Easy Read images are diverse and representative.</p> <p>Feedback: Use the word ‘reward’ instead of ‘reimburse,’ as it is simple and easy to understand.</p> <p>Action: We were unable to change this for clarity, but we recognised the use of ‘reimburse’ is less simple and accessible.</p> <p>Feedback: 4 responses said that the flyers are good, and we should go ahead with them. One person said that they appreciate having a direct phone number to be able to contact.</p>	<p>The flyers have now been reviewed and signed off by the group and by senior staff.</p> <p>Ash will arrange for them to be printed with a matte finish for easier readability.</p>	Ongoing

<p>Updates on service inspection and the Community Living Rooms Network.</p>	<p>We are still evaluating service inspection ideas.</p> <p>After Josh shared the Community Living Rooms Network map on the council's website in our last meeting, Ash found that there have since been leaflets made to more accessibly share this information.</p> <p>The group reviewed this leaflet as an example of how local services can be signposted.</p> <p>They also reviewed another leaflet which shows the support they can get from the Council.</p> <p>They identified that printed information is easier to access than digital for many. However, they saw that some of the information was already outdated, such as opening times. One person said that it is still better for this information to be available, even if slightly outdated.</p> <p>We discussed where the residents would go to find these leaflets. They said they would likely have to go to a Community Living Room, meaning they would already need knowledge of what is available to them.</p>	<p>Ash and Casey will continue to assess the service inspection ideas.</p> <p>The feedback on the Community Living Rooms Network leaflets will be used when assessing how services can be signposted. Ash will use this feedback when she reviews signposting materials.</p>	<p>Ongoing</p>
<p>Group Agreement Ideas</p>	<p>The group discussed together what they would like to include in their group agreement. They considered:</p> <ul style="list-style-type: none"> • Our aims • Our roles • Our treatment of others and their opinions • Safety and wellbeing • Ways of communicating • Our commitment. 	<p>Ash will compile these initial thoughts and draft an agreement, which will be shared in the next meeting.</p> <p>This will be reviewed by the</p>	<p>Ongoing</p>

	<p>Their initial thoughts included:</p> <p>“Challenging the comment, not the person.”</p> <p>“Keeping confidentiality unless there is risk of harm.”</p>	<p>group until every person is happy with the agreement.</p>	
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