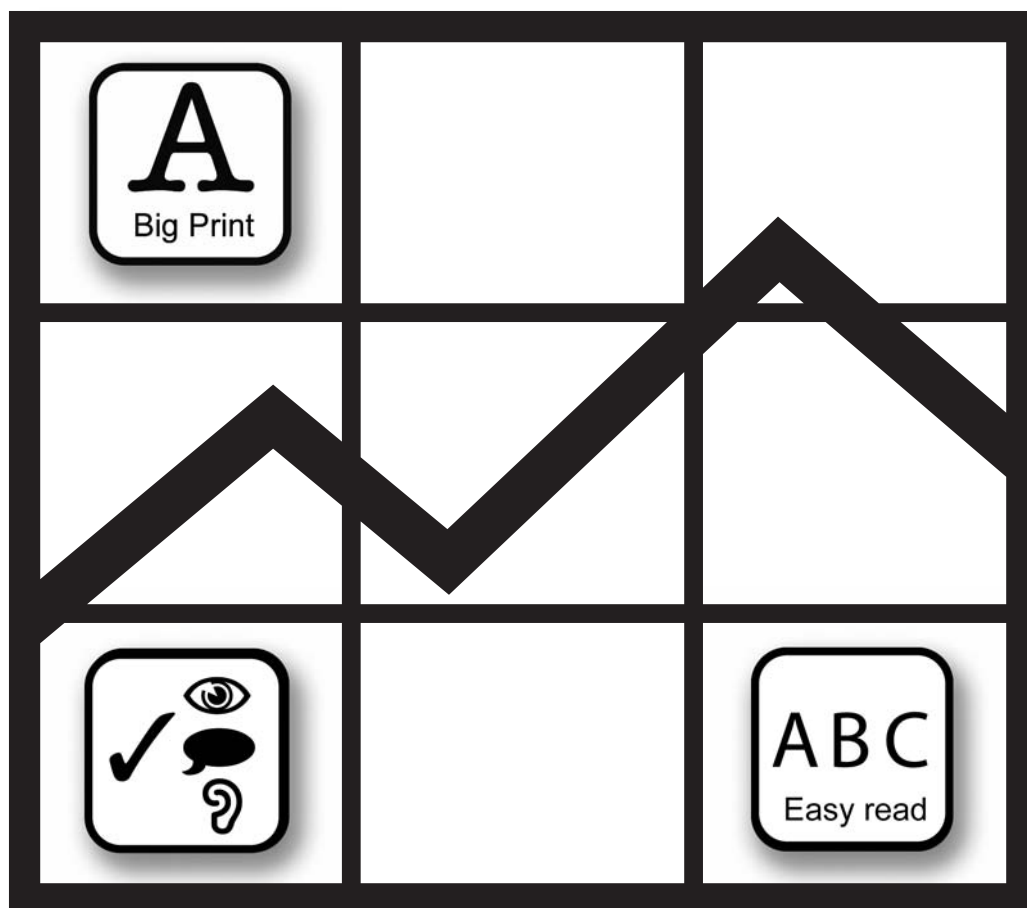


Manchester Learning Disability Partnership Board

# together



## Accessible Presentations



## May Meeting



Issue 19 • July and August 2007  
Free • Published every two months

[www.partnershipboard.org](http://www.partnershipboard.org)

# together



## Welcome

To issue 19 of the newsletter from Manchester Learning Disability Partnership Board.

You can download any issue from our web site at:  
[www.partnershipboard.org](http://www.partnershipboard.org)



## Dates of meetings

Meetings start at 10.30 am on Tuesday:

10 July

11 September

13 November



## Contact

Together is produced for the Partnership Board by Manchester People First and is printed by Trinity Press.



Partnership Board Newsletter  
Manchester People First  
Unit 21 Wilsons Park Business Centre  
Monsall Road  
Newton Heath  
Manchester  
M40 8WN

# May Meeting

## Minutes from the last meeting

There was a mistake in the last minutes.

Item number 2.2 PCT Board Representative;  
it should be 'Joe Ranson'.

Action: Mark will contact him.

## Matters Arising

Manchester People First said there was a poor response to the voting training they had planned.

They sent information to 500 people but only got one answer back.

Before the next elections they will look at going to day centres to tell people about how important voting is.

## Good Health sub-group/Health Action Plans

Moira talked about the Good Health sub group.

The Board talked about health plans.

There needs to be more workers looking at the plans.

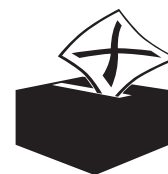
GPs will be encouraged to offer yearly screening to learning disabled patients.

Bernie said it was important that people with learning disabilities have things explained to them in a way they can understand.

If people have yearly checks more health needs will be picked up at an early stage. The current problems in the health service are in the news.

Primary Care Trusts need to get more involved and give more support.

Action: Moira will keep the Board updated.



## **Keyring Scheme**

Mike told the Board about the Keyring Scheme.

This is a scheme to help people live independently in the community. It offers more choice to people and gives support when they need it and does not 'take over'.

Val and Kaye, a mother and daughter, told us about how the Keyring scheme has worked for them.

Action: Shanaz will send out more information to people who ask for it.



## **Guidance For Presentations**

Guidelines on how to make presentations more accessible were given to the Board.

It was also suggested that papers should always be sent out before meetings so everyone has the time to read and understand them.

We have printed the guide lines on page 6 and 7.



## **PCP Audit Group**

Bernie and Anna talked about the Person Centred Planning Audit Group. Everyone was given a pack which says what the group aims to do, how they will do it and how to get referred.

The work that has already been done will go to the PCP Implementation Group for their comments before being formally adopted.

Any questions should be sent to the members of the Audit Group.

The first meeting of the new 'PCP Implementation Group' will be held on 4 June.

A 'PCP Facilitators Event' will be on the 5 June 2007 to involve all the facilitators in the way PCP will be developed.

## Any Other Business

Richard and Anna have been working on updating the 'Promises Promises Book', which was done 9 years ago. It has been hard to contact all the services that signed up, because some of the managers are no longer around. The Board will decide what to do next at the next meeting.

Action: Anna Fedeczko and Richard Hughes to lead on 'Promises Promises 10 Years On'.

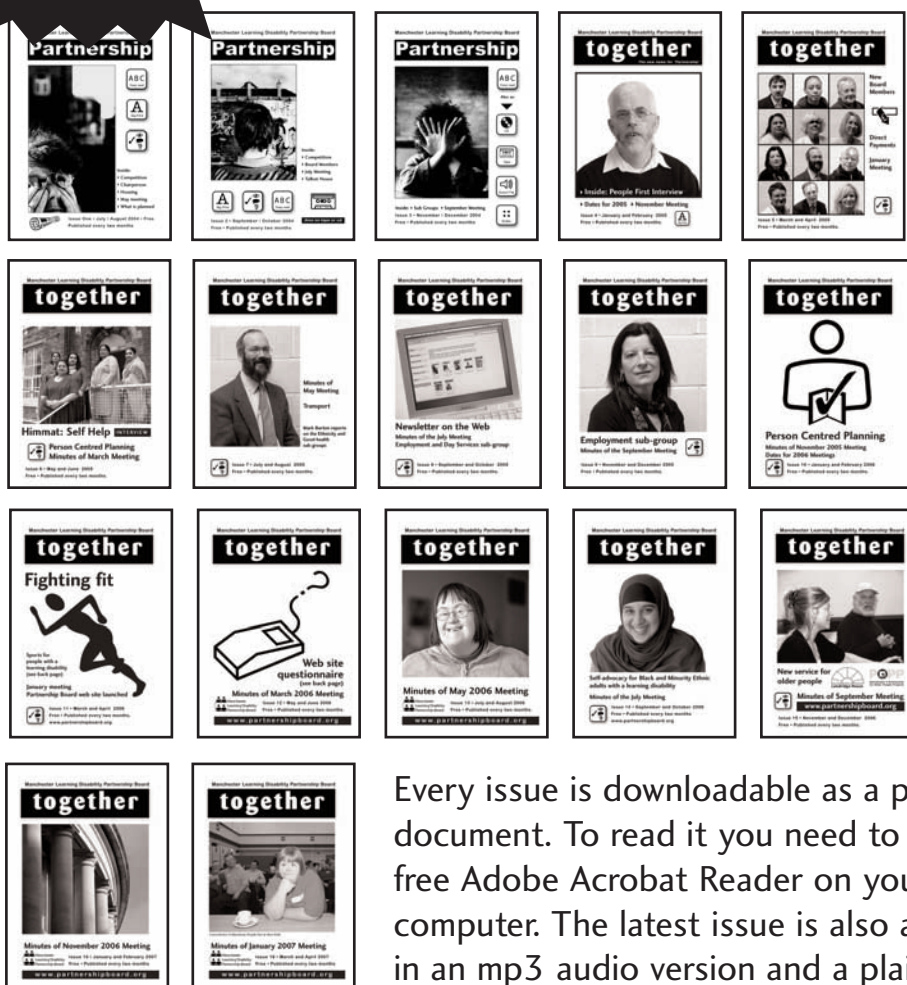
## Date of the next meeting:

Tuesday 10 July 2007, 10.30 am at Manchester People First



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website

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# Accessible presentations



The Partnership Board looked at how to make its meetings more accessible to everyone. Here are some guidelines. We hope that all groups will look at how they can help.



## **The Target Audience**

The Partnership Board has members from different groups such as:

- Self Advocates, family members and carers.
- Councilors and senior health and social care staff.
- Representatives from partner organisations who might not know about learning disability services.
- Representatives from charities.
- Representatives from the commissioners and providers of learning disability services.

It is important that everyone on the Partnership Board is able to follow and take part in our work.

So we would ask that people try to make the Board accessible to all.

## Language

People do not like jargon. They may not understand technical terms or sets of initials that are to do with your own group. Please do not use them.

If you must use jargon, explain what things mean.

When speaking and writing always use accessible language.

Use plain English. Keep sentences short.

## Handouts

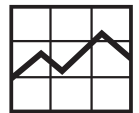
- Where possible bring 6 copies.
- Use big print (16 point )
- Type is best set left aligned.
- Use a sans serif font such as Arial or Helvetica.
- Many people find text easier to read if it is printed on yellow paper.

## Presentations

If you are making a PowerPoint presentation:

- Make the print big enough to be read at a distance.
- Do not put too much information on each slide.
- Do not use colours that glare, use dark text on lighter backgrounds.
- People can only concentrate for about 10 minutes.
- Leave time for questions at the end of the presentation.

If possible, documents should be sent out before the meeting to give people time to read and understand them.



# Questions

## Your view ▶ How have we done?



We have tried to make this newsletter easier to read by using big print and easier words.

We really want this information to be easy to understand.

Please tell us if you found any parts hard.

Tell us what we can do to make it better, things such as:



• Was the print too small?

• Were there words you did not understand?

• Was it too long?



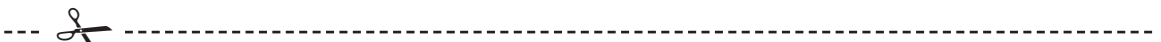
• Would you have found it easier in another format?

If you got your copy in the post, was the name and address right?

If not, write the proper address on the envelope and send it back.

## Your copy

If you got the newsletter at a day centre etc. but want a copy sent to your own house, please fill in the form and send it back to us.



### Please send me a copy of the newsletter

Name: .....

Address: .....

Post Code: .....

Telephone/Fax/Email: .....



I want it in this format:  Print  Braille  Tape  Computer file

(We may contact you to ask you more about what format you need)



☰ Send to Manchester People First, Unit 21 Wilsons Park Business Centre

Monsall Road Newton Heath Manchester M40 8WN