

Minutes of the Crossroads Care Attendants Scheme Meeting held on Thursday  
7th July 1983 at Eccles Central Library.

Present: Ralph Tingle                      Mrs Stryker  
John Mansfield                          Dr Munro  
Mary Stevenson                        Michele O'Connell  
Tony Stevenson (Chair)               Anna Harvey (Co-ordinator)

Apologies: Kevin Hyett, Brenda Banning, Carol Green

Ms Anna Harvey, who has been appointed Co-ordinator of the Scheme in Salford, was welcomed to the meeting and introduced to those present.

## 1. Induction Programme

John had drawn up & circulated a draft induction programme for the first two weeks of the Co-ordinator's employment. Some small changes were discussed but it was agreed in principle for John to arrange or alter in accordance with the discussion and people's availability to see Anna.

## 2. Policy of Referrals

To be discussed at the next meeting.

3. Administrative Assistant

The advertisement had been sent to Salford and Swinton Job Centres and Social Services in Swinton. The group agreed that the hours could be split to two and two, and even that was negotiable. Any letters of application will be brought to the next meeting. Hours of work preferably between 9.30 am and 3 pm Monday and Thursday.

#### 4. Care Attendants Advertisement and Job Description

Advertisements to go in as soon as possible to local papers, job centres, Social Services and Area Health. Adverts based on the Stockport one, changes in rates of pay and to say 'Previous experience desirable but not essential'. Closing date 25.7.83. Shortlisting 28.7.83. It was requested that a copy of the advertisement was sent to some of the applicants for the post of Co-ordinator as it was felt they may be more suited to the work of the Care Attendants.

A short run-down on Crossroads to be included in the job description for the Care Attendants, followed by the duties listed in the National Booklet and some of the information on the following page asking hours available, start date, etc. It was agreed to delete the Married/Single/Divorced bit as it was felt to irrelevant.

## 5. Treasurer's Report

Ralph has spoken to Mr Prytharch at City Treasurers and is to submit a letter asking for the first quarters grant - future claims will be made on the appropriate form. It was agreed that we should ask for a quarter of the total grant, i.e. £5,000, to cover setting up costs before the Care Attendants are appointed. Ralph is to write and ask for the exact figure of grant allocated for the year. A bank account will be opened in one of the main banks in Swinton with two out of four signatories, from the Chairperson, Treasurer, Secretary and Co-ordinator. Ralph will give monthly financial reports to begin with. A copy of the letter on insurance through National Crossroads should be given to Ralph so that this may be paid.

6. Any Other Business

Alterations to the National Crossroads constitution were read out, but it was agreed to leave it to another meeting to discuss them fully.



Minutes of the Committee held on Thursday 1st July 1981 at the General Library

Correspondence: An enquiry from the Spastics Society about the Scheme was passed on to Anna to deal with when the Scheme is fully operational.

A letter had been received from Crossroads National and a phone call, asking to be kept up to date on progress, and for the names of the officers of the Committee and the Co-ordinator,

7. Date of the Next Meeting

The next meeting will be held on Thursday 28th July to shortlist for the Care Attendants.

A meeting will also be held on Thursday 11th August to discuss the constitution, policy on referrals, etc.