

<b>SUBJECT:</b>	Meeting (01)	Page 1 of 2
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<b>DATE:</b>	07 February 2024	<b>TIMINGS:</b>	<b>PLANNED:</b>	<b>ACTUAL:</b>
		<b>START:</b>	10:00	10:00
		<b>FINISH:</b>	12:30	11:15
<b>VENUE:</b>	Landside Ops Training room	<b>RELEASED ON:</b>		

<b>DATE OF NEXT MEETINGS:</b>	<b>PLANNED VENUE:</b>	<b>PLANNED START:</b>	<b>PLANNED FINISH:</b>
TBC	TBC	TBC	TBC

NO	MINUTES FORMAT:	PARTICIPANTS:	IN ATTENDANCE:
1.	Introduction	Roddy McLeod (Chair)	
2.	Discussion Items	Martine Brennan	
		Celine Dyer (SAAS/NHS)	
		John Stobbs (SAAS)	
		Alison Clark (NHS)	

## 1. INTRODUCTION

Roddy welcomed everyone and gave an overview of what we were looking to achieve from today's meeting. Celine advised that she had forgotten her passport and we concluded they will return on another day for a full tour.

## 2. DISCUSSION ITEMS

### Staff Training

- Celine and Alison have confirmed they would be able to deliver staff training at the airport.
- 2hr course on Neurodiversity
- 2hr course on Autism.
- It was agreed that these courses could run on the same day as long as an adequate break between them for staff and trainers.
- There is no limit as to how many staff could attend the training sessions but was agreed that 2 separate days of training would probably be best to capture all staff.
- A 2hr course on ADHD could be run at a later date.
- There would be no cost associate with this training as provided by the NHS.

**Video of the Airport Journey**

- Discussed how to go about developing a video of the airport journey from start to finish.
- What would be best to be include.
- Discussed all the possible trigger points in the journey.
- Asked Celine if she could send us a copy of a recent video she has made for SAAS for reference.
- Celine will meet with Clare from Unique Friends Together – Clare is also a videographer that has experience in making video tours.
- There would be some cost associated with covering Clare's expenses.

**Sensory Story**

- Discussed ideas for developing a story of the airport.
- What would be best to be include.
- John/Celine will send over some examples they have developed with SAAS.

**General**

- All parties have expressed their excitement surrounding this project and are all keen to get started as soon as possible.

**FOLLOW UP**

- Roddy to send possible dates to Celine/Alison for training.
- Celine will contact us with feedback from her meeting with Clare.
- Tour to be arranged when we have dates sorted.

**3. DATE OF NEXT MEETING**

TBC. Tour to be organised as soon as we have the dates