The COT group met on 4th April.  The following points were discussed:

The Chairman would be meeting with Trustees on 12th April to discuss the COT group.

The Care plan template was discussed and changes were made so the document is what the group want to see used.

Andy Ford, Senior Life skills manager, gave the group and update on the recent changes in Life skills projects.  This included a new appointment for the role of Employment Work Coordinator, who will aim to support people through training to gain paid employment.

There is a new training opportunity in the form of gaining a City and Guilds qualification in retail.  At this time all places have been filled.

We are having further discussions, for training, in regard to Office skills, reception duties and cleaning.

**The next meeting is scheduled for 13th June.**