

Independence Matters

'the life you choose...'

Head Office:

Joseph King House, Abbey Farm Commercial Park, Horsham Saint Faith, Norwich, NR10 3JU

t: 0300 790 0508

e: contactus@independencematters.org.uk

w: www.independencematters.org.uk

Date:

Dear



My name is Maria Bond.

My new job is as a Stakeholder Engagement Coordinator.



I will be working with stakeholders to train staff, interview staff and to make letters and forms.



A stakeholder is a person or group of people that is interested in the things that Independence Matters does.

These people may be customers, parents, carers, staff and other groups like Norfolk County Council and Care Quality Commission.



I will be working with stakeholders to make letters and forms easier to understand using photosymbols. These letters and forms are called 'easy read'.



Some people do not need or want easy read letters or forms. You will need to tell us if you do not want us to send you things in easy read. If you do not tell us then we will send these things to you in easy read.



We must make sure that we include everyone and help people to understand as this is really important to us.



You can choose what the letters and forms you get from us look like.

Words only. Or words and photosymbols.

You can change your choice whenever you want.



You can tell us your choice by filling out a bit of paper and sending it or giving it to the support team or you can call the service.



If you have any questions, please call or email me.

Telephone: 0300 790 0508

Email: maria.bond@independencematters.org.uk

Best wishes

A handwritten signature in black ink, appearing to read 'MBond'.

Maria Bond
Stakeholder Engagement Coordinator

