

Side by side activity: LLAG		
Date:	25 th June 2021	Time: 09:30am
Venue:	Zoom	

Name and initials	Role
Present:	
Clare Rotheram	Social Health and Research Lead
Benjamin Coleman	Business and Volunteering Team Administration Assistant
Simone Lister	Learning Facilitator
Andy Litchfield	Senior Pathway Advisor
Helen Reynolds	VCSE Engagement Lead
Becky Kelly	Life Rooms Engagement Officer
Michaela Lynch	Life Rooms Co-Ordinator - Bootle
Micky Moore	Participation Support Worker
Zoe Hji-Christoforou	Digital Health Advisor
Rebecca Pavey	Employment Advisor
Di Kennedy	Recovery Learning Facilitator Wellbeing Coach
Neil Tunstall	Deputy Service Lead - Sefton
Number of Life Rooms users/volunteers	8
Apologies Received:	
N/A	
Minutes by:	
Benjamin Coleman	

Main themes and points (detailed actions and dates below):

Discussed	Action
Life Rooms members/volunteers identification on LLAG minutes	Remove initials from LLAG minutes
Face to face reopening of Life Rooms sites	Exploration of open door at Southport

Accessibility side by side session	Update on actions to be provided at next LRAG
Website discussion (drop down menus)	Exploration needed to improve the accessibility of these
Idea for LRAG to create a video about The Life Rooms	Discuss detail of this at next LRAG
Discussion of learning provision – opportunity for podcasts, simplification of passwords, importance of communication of course changes	Learning team to update at next LRAG
Importance of acknowledgement and celebration of inclusivity, e.g. Pride month	To be added to future LRAG minutes for group suggestions

A1 Introductions

Discussed	Action	Lead	Timescale
<p>Introductions - quick run down of session</p> <p>Each member of meeting gave name and job title when needed</p> <p>Ice Breaker – recommendations (e.g. TV, Film, Food & Music)</p> <p>Zoom guidelines discussed and agreed</p>	Zoom guidelines to be sent out with LRAG minutes	BC	30.07.21

A2 What is side by side?

Discussed	Action	Lead	Timescale
Group reminder on what side by side means and the importance of co-creating The Life Rooms			

A3 Review minutes/actions from previous meetings and any relevant themes/suggestions from other side by side activity in the service

Discussed	Action	Lead	Timescale
<p>The group discussed minutes from previous meeting.</p> <p>Discussion around LRAG minutes: LRAG minutes are on website as it gives everyone who can't attend or doesn't want to attend an overview on what has been discussed in previous meetings. It was agreed for Life Rooms members/volunteers to be removed from the minutes moving forwards.</p>	Life Rooms members/volunteers to be removed from the minutes moving	CR	30.07.21

	forwards.		
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A4 Service updates

Discussed	Action	Lead	Timescale
<p>Life Rooms face to face reopening:</p> <ul style="list-style-type: none"> • Sefton Life Rooms have opened and has been a successful week. • There are five pathways advice appointments a day but telephone pathways is still running. • The learning team are running one digital accessibility and one face to face session a day. Zoom sessions will continue. • The service is working towards all sites reopening by September, but this will be continuously reviewed. <p>It was queried if there should be temperature checks when entering the building – this has been advised as unnecessary.</p> <p>Ventilation in Southport is poor so learning class for face to face sessions has been moved to learning room with windows. This room will have all windows and doors open all session.</p> <p>The group suggested about having Southport’s front door open. They also suggested having a volunteer manning the door so only members with appointments will be allowed in.</p> <p>Pathways update:</p> <ul style="list-style-type: none"> • Update to the group on pathway changes for Liverpool and the Liverpool team structure. Information shared around the pathways work with GPs and how this is different to the rest of the pathways provision. <p>Learning update:</p> <ul style="list-style-type: none"> • Learning team update in terms of team structure and new staff <p>A Social Equality Lead has been recruited to The Life Rooms team to focus on health inequalities</p> <p>The group discussed accessibility side by side and the actions from this meeting in May 21</p>	<p>NT to follow up</p> <p>Request update on the action from</p>	<p>CR</p>	<p>30.07.21</p> <p>30.07.21</p>

<p>Website discussion: Drop down menus aren't able to be read by a screen reader. BK mentioned website will be getting refresh soon so this should resolve issues such as this, but it will be looked into as to if there is a resolution in the meantime.</p>	<p>this meeting at next LRAG</p> <p>BK to speak with IT</p>	<p>BK</p>	<p>30.07.21</p>
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A5 Ideas and future side by side projects

Discussed	Action	Lead	Timescale
<p>Leaflet created by group was shared. Group discussed the printing and distribution.</p>			
<p>Group discussed previous learning sessions with The Everyman and how the session was being filmed. This would be a positive video to share. It was shared that this video is still being edited.</p>			
<p>The group came up with the idea of filming/making a video of what The Life Rooms can offer with a focus on user experience</p>	<p>Discussion of the detail of this at next LRAG</p>	<p>CR</p>	<p>30.07.21</p>
<p>The group discussed communication in relation to learning courses. Some courses have stopped and members didn't receive cancellation message or a reason why (for example, the film course).</p>	<p>Learning team to provide update on course changes/plans at future LRAG</p>	<p>Learning team</p>	<p>30.07.21</p>
<p>Passwords still need to be simplified they are too hard to understand. Group suggested if you need a special key, we use '@' as it stands out.</p>	<p>Learning team to continue to make passwords as simple as possible</p>	<p>Learning team</p>	<p>30.07.21</p>
<p>It was suggested we have more celebration of inclusivity on social media, e.g. Pride month. The group</p>	<p>Social media to be included</p>		<p>30.07.21</p>

would like to have more influence on social media posting.	on LRAG agenda so suggestions can be put forward each month		
It was suggested that there should be a podcast for The Life Rooms.	Learning team to provide update	Learning team	30.07.21

A6 AOB

Discussed	Action	Lead	Timescale
N/A			

A7 Future meeting arrangements

Discussed	Action	Lead	Timescale
<ul style="list-style-type: none"> Friday 30th July 2021 Friday 27th August 2021 Friday 24th September 2021 			