

The Life Rooms Advisor Group (LRAG)

Meeting minutes: Zoom 18/12/2020 10:00am – 12:30pm

Chaired by Clare Rotheram

Minutes by Benjamin Coleman



1. Welcome (CR) 10.00 – 10.15am

CR led on introductions - name and role within the Life Rooms
MH described to the group the meaning and the purpose of LLAG.
Discussed on how LLAG is utilised - to improve and develop the service collaboratively.

2. Review of minutes from last time 10.15 – 10.40am

Minutes reviewed from previous meeting.
Learning and Digital Team shared updates to the group around the process developments for registering on courses.

3. Future work of LLAG (MH and CR) 10.40 – 11.10am

MH led on LLAG previous achievements:

- The Life Room staff name badges.
- The Life Rooms Charter - discussed how it was developed and why it is in place. The charter is shared across all sites.
- The Life Rooms poster (Comms) – this was developed by LLAG and used to spread the word of The Life Rooms.

Future work for LLAG meetings:

- Agreed to review The Life Rooms Charter and poster as a group to make changes and improvements.
- The group suggested future comms and marketing should be shared with LLAG
- Users to be kept up to date on structure change within the Life Rooms – Teams/staff members.

4. Review any suggestions from website suggestion box & any other comments 11.10 – 11.25am

There was only one suggestion in the online suggestion box and it was agreed this would be reviewed at the next LLAG meeting.
The group wished to discuss the Zoom learning sessions for the remainder of the meeting, in particular:

- Zoom invites discussed, some invites have been late or info has been wrong. Zoom admin and invites are being reviewed to make it less confusing. This will make it easier for everybody who wants to be involved.

- Survey monkey to be reviewed as some members shared the lack of clarity around which course to select within evaluation forms. Attendees would like the questions to relate to each learning session, as sometimes they would like to see some changes. Not just general questions that span all courses. In general, there was a feeling it was difficult to provide the feedback they wished to on the learning sessions, with some members resulting to emailing tutors directly rather than filling in an evaluation form.
- Learning staff members suggested it would be a good idea to hold a side by side meeting to improve these specific areas together.

5. Close (CR) 11.25 – 11.30am

Future meeting dates to be circulated early January

6. Chat/Catch-up 11.30 – 12.30pm