

Side by side activity: The Life Rooms Advisor Group (LRAG)		
Date:	26 February 2021	Time: 10:00am – 12:30 pm
Venue:	Zoom Meeting	

Name and initials	Role
Present:	
Anthony Muldowney, Rachel Flaherty, Simone Lister, Brenda Martin, Christina Spencer, Jim Brennan, Martin Heffey, Jade Draper, Bianca Oprea, Shannon Richter	Staff Members
MH, A, JR, AT, MB, PW, ML, K, SA, CJ	Participants and Volunteers
Apologies Received:	
Clare Rotheram	Staff member
Minutes by:	
Jane McGovern (JM)	Staff member

Main themes and points to be considered by other side by side groups:

Discussed	Lead	Timescale
Learning processes improving but still some issues being experienced		
Discussions around the reopening of face to face support at The Life Rooms		

Life Rooms charter reviewed and agreed		
LRAG wish to create marketing materials for the service		
Update on volunteering service provide to group		
Actions:		
Provide update on plans for café services at The Life Rooms	CR	26.03.21
Review complexity of Zoom passwords	Learning team	26.03.21
Add theme of coffee mornings to timetable	Learning team	26.03.21
Creation of Life Rooms leaflet by LRAG	LRAG	26.03.21
Promote LRAG	CR	26.03.21
Share details of pathways side by side meeting with LRAG mailing list	RF	26.03.21

A1 Introductions 10 – 10.10am

Discussed	Action	Lead	Timescale
AM led short introductions – allowing everyone at the meeting to give their name and role within the Life Rooms. RF advised about housekeeping - respect everyone during the LRAG meeting. Important to keep yourself muted to stop interference. People can communicate via posting in chat or show of hand/reaction function.			

A2 What is side by side? 10.10 - 10.20am

Discussed	Action	Lead	Timescale
AM explained that side by side is a space for collaboration, sharing ideas, planning work together to improve and develop services. AM: read the definition of 'side by side' meeting: <i>'The Life Rooms aims to design, develop and evaluate</i>			

<p><i>services in a side by side way. This means the service is shaped by everyone in the Life Rooms community; this includes people who access, work and volunteer within the service, as well as partners and the wider community’.</i></p> <p>MH reiterated that side by side is about everyone getting together, being involved and all playing a part in developing services.</p> <p>MH commented that side by side works very well and is the best of its kind within Mersey Care and suggests that this should be developed further.</p> <p>MH stated that ‘side by side is a good terminology compared to previous terms such as co-production or user participation (often used for research groups).</p>			
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A3 Review minutes/actions from previous meetings and any relevant themes/suggestions from other side by side activity in the service 10.20- 10.40am

Discussed	Action	Lead	Timescale
<p>AM reviewed previous minutes/actions and provided updates.</p> <p>Issues raised:</p> <p>Learning Team - changes to processes.</p> <p>SL advised participants to log on 15 minutes before session to avoid technical issues. Audio/camera can be turned off until session is ready to start.</p> <p>SL advised zoom invitations are now sent out a few days before sessions.</p> <p>SL processes to be updated further, awaiting participants feedback and comments relating to registration, zoom links and how we run sessions.</p> <p>SL - Learning facilitators will be able to give out zoom password/codes over the phone instead of participants having to wait for email.</p> <p>Alternatively, some participants have mentioned</p>			

<p>logging out of zoom then going back in brings up password/code</p> <p>AM advised the infrastructure not quite there yet in relation to text reminders for courses. This should be sorted by next meeting on 26/03/21.</p> <p>AM – gave update on inaccessible interface - Zoom and MS Teams are the main platforms used.</p>			
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A4 Service updates 10.40 – 11.00am

Discussed	Action	Lead	Timescale
<p>Service updates and developments.</p> <p>AM - discussed upcoming recruitment of health trainers. This role will be linked to physical health and contacting local GP's to access social prescribing services.</p> <p>AM - In order to get back to normality, there will be a staggered approach when services resume. There will be no drop in service and face to face services will initially be an appointment basis only service.</p> <p>AM - Online courses will continue along side existing services, a hybrid version is still in development. There now will always be an online platform as well as face to face courses.</p> <p>AM - Café services will not fully resume as there are still a lot more restrictions and risk assessments to take place for Café services.</p> <p>Pathway Advisor Team update RF - overview of service, can be accessed through email, via phone. Telephone service from 9.30am-4.30pm, Monday to Friday.</p> <p>Learning Team update SL – brilliant side by side meeting recently and constructive feedback from Facebook Live. As result Movema has improved and courses are being well received.</p> <p>Participants state that Movema is fantastic, especially Chinese dancing, which is fun and lifts people's mood.</p>	<p>Provide update on café to LLAG</p>	<p>CR</p>	<p>26.03.21</p>

<p>SL – Mental health resilience course awaiting approval.</p> <p>Participants state zoom passwords difficult to read for visually impaired. AM advised that zoom automatically generates this.</p> <p>SL – advised that LGBT coffee morning went well and this was facilitated by Ben and Jane.</p> <p>Participants request the theme of coffee mornings to be put on time table.</p>	<p>Learning team to look into password changes.</p> <p>Learning team to action where appropriate</p>	<p>SL</p> <p>Learning team</p>	<p>26.03.21</p> <p>26.03.21</p>
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A5 Ideas and future side by side projects 11.00-11.20am

Discussed	Action	Lead	Timescale
<p>MH asked participants to raise any ideas and to discuss projects that the group can work on together. This can be within the side by side meeting or in separate sub-groups outside of the main meeting.</p> <p>MH asked if everyone was happy with the Charter which was looked at and agreed.</p> <p>It was agreed that new postcard/leaflet needs to be designed as existing one out of date.</p> <p>AM – explain reason why recent Digital leaflet was produced without participants input. This was due to immediate changes in services due to pandemic.</p>	<p>LRAG to review leaflet</p>	<p>LRAG</p>	<p>26.03.21</p>

A6 AOB/ Informal discussion 11.50am-12.30pm

Discussed	Action	Lead	Timescale
<p>BM from volunteering service discussed that details about volunteering positions were limited at the moment due to COVID. BM is the representative for the volunteering service and will be attending future LRAG meetings.</p>			

