

Side by side activity: LLAG			
Date:	28 th May “2021		Time: 09:30am
Venue:	Zoom		

Name and initials	Role
Present:	
Di Jones Benjamin Coleman Elizabeth McElhinney – Coleman Heather Forshaw Ashely Newman Becky Kelly Brenda Martin Gary Thorpe Lynne Pritchard MH, MB, AT, SH, SC, JJ, TM, CJ, JP, ML, DK, SC, SO	Life Rooms Co-Ordinator Business and Volunteer Administration Assistant Life Rooms Support Team Manager Project Administrator Pathways Advisor Life Rooms Engagement Officer Participation Support Worker Service Lead. Head of Recovery and Integration IPS Employment Specialist
Apologies Received:	
N/A	
Minutes by:	
Benjamin Coleman	

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

Discussed	Action	Lead	Timescale
Minutes from previous meetings discussed. The group requested a copy of the minutes from the accessibility side by side session. Current plans for reopening of buildings shared and discussed Life Rooms Flyer discussed with the group.	BC to send out week of 1 st June BK to change wording on flyer with	BC	4 th June 2021

LRAG minutes and members' initials on Life Rooms website queried	CR to speak with group about mins on the website.		
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A1 Introductions

Discussed	Action	Lead	Timescale
<ul style="list-style-type: none"> DJ leading Introductions - quick run down of session Each member of meeting gave name and job title when needed Ice Breaker - favourite live performance/concert 		DJ	

A2 What is side by side?

Discussed	Action	Lead	Timescale
<ul style="list-style-type: none"> MH went through with the group on what side by side means and gave some explains. 		MH	

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
<ul style="list-style-type: none"> The group discussed minutes from previous meetings. The group requested a copy of the minutes from the accessibility side by side session. 	BC to send out week of 1 st June	DJ	4 th June 2021

A4 Service updates

Discussed	Action	Lead	Timescale
AN new pathways advisor introduced DJ stated interviews for pathways currently being held to replace SR old post ML asked for info around health and wellbeing coaches and GT explained who they are and what their job involves Clarification of health sessions (healthier to you) to carry on, they won't be stopping. GT Discussed opening of buildings and risk assessments. Still		DJ & GT	25 th June 2021

<p>waiting for lockdown restrictions to be lifted and what will happen with the new variant of the virus. This could effect plans for reopening. The current plan is for Bootle and Southport to be open from 21st June – buildings won't be fully open and back to normal; both sites will be appointments only and all social distancing and guidelines will be in place for this. Face covering will be required, excluding any persons that are exempt.</p> <p>GT discussed:</p> <ul style="list-style-type: none"> • Importance of following health and safety guidelines • Importance of following one-way systems • Importance of face coverings • Maximum numbers in buildings • Importance of social distancing <p>The group discussed on why Walton would not be opening on 21st June – GT stated as social distancing is in place in every building we have to accommodate all staff; because of this all Walton class rooms have been turned into working station and offices for all our Life Rooms staff.</p> <p>Vaccine has also been offered to all Life Rooms staff.</p>			
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A5 Ideas and future side by side projects

Discussed	Action	Lead	Timescale
<p>BC shared screen to show the group the new Life Rooms flyer. MH led this and discussed with the group the flyer and the points on it.</p> <p>Group stated about sizing and font to make sure it is easy to read for all.</p> <p>If more addresses need to be added, flyer will be changed with the layout to be discussed in when needed.</p> <p>RK stated screen reader is able to be utilised on this flyer</p> <p>Wording on first slide to be changed – 'Learn about physical health'</p>	<p>Correct sizing and font to be used on all Life Room docs - BK</p> <p>BK to change wording on flyer with</p>	<p>MH & BK</p>	<p>25th June 2021</p>

A6 AOB

Discussed	Action	Lead	Timescale
<p>Discussion of Zoom passwords – the use of 1 & ! together is confusing</p> <p>Discussed LLAG attendees initials on website. These are included in LLAG minutes and uploaded to The Life Rooms website.</p>	<p>CR to speak with group about mins on the website.</p>	<p>DJ</p>	<p>25th June 2021</p>

A7 Future meeting arrangements

Discussed	Action	Lead	Timescale
<ul style="list-style-type: none"> Friday 25th June 09.30am 		DJ	