

## **SAIF E-communication Working Group**

### **Draft Minutes of meeting held on Monday 11<sup>th</sup> August 2008 at 2pm in the Meeting Room at the Scottish Consumer Council**

#### **Present**

Sandra Wilson, Nicola Noon, Jean Alcock and Joanne Martin

#### **1. Apologies**

Mary Evans (belated apology from Jim Byrne)

#### **2. Minutes of previous meeting 9<sup>th</sup> June 2008**

The minutes of the previous meeting were agreed.

#### **3. Matters Arising not on the agenda**

#### **SAIF Members Page**

Mary Evans will renew her photograph and biography.

#### **Standards toolkit**

A number of concerns have been raised about the pilot, including accessibility, navigation, lack of information and glitches in the programme. Despite SAIF's best efforts the end of July deadline has been missed. Jo is meeting with Kevin tomorrow morning to discuss feedback and progress. It was agreed that a second draft would be required before SAIF signed this off.

#### **Postcard Pack**

All members of the working group were invited to develop draft postcards for viewing and discussion at the next meeting.

#### **Actions**

- Mary will send Jo a new biography and photograph
- Jo will provide feedback to the working group following the meeting with Kevin.
- Working group members are invited to develop draft designs for the postcards pack

#### **4. Website news and spotlight pages**

- Getting information and advice: what disabled people should expect and receive (two versions)

- Equalities in Health (GG&CNHS new website)
- RNIB (free) access to information workshop in Aberdeen
- Your Call – new free telephone counselling service
- Removing barriers and creating opportunities: Scottish Parliaments' review of progress
- SAIF annual report
- Saying it simply research report

#### Other

Backup and synchronisation is now carried out by Jo on a monthly basis. So far there have been no problems. It is hoped that SAIF/SCC can provide some funding for website re-design and maintenance (includes accessibility checks). Jo is waiting for Susan to return to her post before starting work on a brief.

Areas of the website which need to be developed include the training and good practice pages.

Members of the Forum will be invited to contribute information / articles of interest to the SAIF website. Information must have an accessibility / information focus. In the meantime Jean, Sandra and Nicola have articles of interest which they will forward to Jo.

#### **Actions**

- Training and good practice pages to be developed
- Jean, Sandra and Nicola will provide information and links for website news and spotlights
- The Forum to be invited to contribute articles/information

#### 5. Website statistics report

An overview of statistics from January – July 2008 was discussed. The current package does not provide information about the number of visitors to the website. A breakdown of options available was included in the report. A change in the statistics package will be included in the brief to re-design/provide a new host for the SAIF website.

#### 6. E-communication: accessibility in practice

All three courses were fully booked and positive feedback received. SAIF will use the feedback to make some small changes and will develop a programme for delivery in the north of Scotland.

## 7. Any other business

Making PowerPoint accessible for the Web – poster

Mary (via email) pointed out that Word can be used and then converted to a PowerPoint presentation (this does not affect accessible presentations for the Web).

No changes to the poster were suggested other than adding a link for PowerPoint Viewer. Jo will check the poster with Jim and then arrange for publication.

### **Actions**

- Jo will send a copy of the poster to Jim and then arrange for publication.

## 8. Date of the next meeting

The next meeting will take place on **Monday 6<sup>th</sup> October 2008 at 2pm** in the Meeting Room at the Scottish Consumer Council.

### **ALL ACTIONS**

- Mary will send Jo a new biography and photograph.
- Jo will provide feedback to the working group following the meeting with Kevin.
- Working group members are invited to develop draft designs for the postcards pack
- Training and good practice pages to be developed
- Jean, Sandra and Nicola will provide information and links for website news and spotlights
- The Forum to be invited to contribute articles/information
- Jo will send a copy of the poster to Jim and then arrange for publication.