

**Draft minutes of the Promotions Working Group meeting held on Tuesday 29<sup>th</sup> November 2011 at 11am in Glasgow Centre for Inclusive Living (GCIL)**

**Present**

Sandra Wilson, Fiona Gray, Lucie McAnespie (Chair), Bobby Park, Ben Forsyth, Mary Evans and Susan Burn

**1. Apologies**

Lyn Allison, Claire Brennan and Jean Alcock

**2. Minutes of last meeting held on 11<sup>th</sup> October 2011**

Agreed

**3. Matters arising**

There were no matters arising.

**4. Training review**

a) In-house training course content

A summary of our course content and evaluations had been circulated to the group. Susan has received the feedback and this will be considered while discussing our training strategy for the future at the annual review. Thanks to the working group members who gave feedback.

In the meantime, we will continue with our approach to training requests, in that if we can deliver the training we will.

b) Current training requests

We currently have 2 in-house Creating Accessible Documents courses due to take place for NHS Greater Glasgow and Clyde. These were scheduled for today but have been postponed due to water damage at the venue. It is likely they will now take place in January. Eva Bolander is the SAIF trainer for this course.

The group felt it would be useful to have more SAIF members involved in the delivery of the training where appropriate.

### c) Annual Review

It would be useful to have an overview of how the year went in terms of training. Susan will speak to Jean to see if she would be happy to do this and also to give her thoughts on the way forward for SAIF training.

#### **Action**

- Susan speak to Jean about Annual Review

## **5. Elearning**

### a) Survey

Our very brief survey on elearning is now on the home page of our website. It will run for 6 weeks and will then be taken off the site on the 16<sup>th</sup> January 2012.

Susan had sent out an enewsletter advertising the survey which led to a lot of visits to the site. We have already received over 50 survey responses, which is fantastic.

The group had some discussion around how best to take this work forward in January. NHS Lothian have already spoken to Susan to say they have an elearning platform which they are making available to all sectors for the next 18 months in an effort to share information and learning. They are happy to take the SAIF elearning module into this. Susan is meeting with their contact person in December to discuss what this would involve.

Therefore, ideally, we would have 2 options to offer all those who reply to the survey. They could sign up for the NHS Lothian elearning platform to get access to the SAIF module and all the other elearning available there. Alternatively, we can send them our elearning content to allow them to use it on their own platform. The group felt that it was important that all those who got involved and used the elearning module were prepared to give us feedback on its use.

### b) Supported work placement

Following Bobby's suggestion about using the GCIL supported work placement scheme to help with survey responses, Susan has since met

with Charlie Canning, the employment co-ordinator, to find out more about this initiative. SAIF would be very keen to offer someone this sort of placement. Susan will follow up with Marieke and SCVO.

### **Action**

- Susan to find out more about NHS Lothian elearning platform and keep the group informed by email
- Susan to follow up the supported work placement with Marieke and SCVO

### **6. Annual Review preparation**

The annual review will be held on Tuesday 28<sup>th</sup> February from 10.30am to 4.30pm at the Glasgow Centre for Inclusive Living. The Chair of the Promotions working group, Lucie, will give a review of the work completed by the group during the year against work plan targets. She will then talk about the proposed work plan for 2012/13.

The group had the following suggestions for the work plan.

#### **Draft Work Plan 2012/13**

- Review of training content and format
- Run more in-house training courses
- Pilot our elearning module with 10 organisations
- Produce report on the elearning pilot and look at developing more courses later in year or in 2013
- Commit to a supported work placement
- Publicise our transfer to SCVO
- Review Making Services Accessible
- Review A Brief Guide to Easy Read

We will also want to recruit a new member of staff. Susan will ensure that both ecommunication and promotions working group work plans contain the detailed targets and objectives from our funding development plan agreed with the Scottish Government.

### **Action**

- Susan to draft work plan and circulate to group

## **7. Other business**

Susan reported that Peter Osborne, the Chairperson of the UK Association for Alternative Formats (UKAAF) had got in touch to ask if he could meet with us. Sandra gave the group some background on the work of UKAAF.

Susan has sent Peter some suggested dates in January. This is a great opportunity and it would be useful if the SAIF Chair and vice-chair and the chairs of both the working groups could attend the meeting.

## **8. Date of next meeting**

The next meeting will be on Tuesday 7<sup>th</sup> February at 11.15am at the Glasgow Centre for Inclusive Living.