

## Centre for Enabling Health Improvement (CEHI) Working Group

### Action points from weblog meeting 5<sup>th</sup> December 2008

- Present:** Sue Austin (SA)  
Andy Billett (AB)  
Pat Elms (PE)  
Yvonne Hudson (YH)  
Julie Seymour (JS)
- 1. Apologies:** Peter Bolger (PB)  
Michael Bell (MB)  
David Levison (DL)

In the absence of Pat Elms (Chair) at the start of the meeting Sue Austin chaired the meeting.

YH reported that she had secured that attendance of Justine Wilkinson, Community Health Team, South Tyneside LA, however she was now unable to attend, however she will be attending the next meeting with the view of nominating an appropriate representative.

**Action: AB to seek out an appropriate Local Authority representative from Sunderland. AB to send CEHI link to modern matrons.**

Penny Gray has sent AB information regarding the 'single point of contact service' in Gateshead.

It was agreed to make 'single point of contact' the weblogs banner rather than alcohol.

**Action: AB to chase up with Peter Bolger issue of updated notification list.**

### **2. Minutes and matters arising:**

It was unclear as to whether PE had completed her action from the last meeting re membership.

AB reported that he had met with Diane Jones, Healthy Teams Lead, who was keen for a member of her team becoming a blogger. Maria Williams, Stop Smoking Services has been enlisted to blog information around new clinics. AB will be visiting to brief her on blogging.

It was agreed that the arranged lunchtime drop in sessions be postponed until 2<sup>nd</sup> week in February 2009 after which the new weblog will be sufficiently populated.

The next weblog meeting will combine a briefing session on the content of the lunchtime drop in sessions.

**Action: Dates of lunch time drop in sessions to be forwarded to JS who will advertise all three sessions on the same invite.**

Health trainers and community development workers are to be invited to be involved.

**Action: JN to action Gateshead staff, YH to action South Tyneside and AB to action Sunderland staff.**

Any additional people wanting to be bloggers can contact JS.

It was agreed that the frequency of future meetings would be reviewed and that the venue would rotate across the patch.

### 3. Usage statistics

Access to the “Webalizer” usage statistics reporting site has now been resolved however functionality/permissions remain an issue. SA added that she was experiencing problems accessing usage statistics for the HILS site.

**Action: Issues to be raised with Peter Bolger**

### 4. New Look

The group noted that different elements of the site a few things didn't appear to be functional.

The tags at the top of the page didn't link anywhere. Could they link to the following locations:

- HOME – [www.cehi.org.uk](http://www.cehi.org.uk)
- ABOUT CEHI – there is an “About CEHI” pane on the front page so could this tab be removed?
- CEHI NEWS - <http://www.cehi.org.uk/news/>
- STATISTICS – <http://www.cehi-stats.org.uk/>
- LIBRARY - <http://www.cehi-hils.org.uk/>
- HEALTH INFORMATION - <http://www.sunderland.nhs.uk/TPCT/patients/hduresource.asp> (Yvonne Hudson, the Health Information Lead will soon be launching a site aimed at all three Local Authority populations but in the meantime this Sunderland facing link will do)
- LEARNING PLATFORM – link to the VLE
- PCT – our web service will soon be launching a new public facing website but until then please use <http://www.sunderland.nhs.uk/TPCT/>
- NICE - <http://www.nice.org.uk/>

On each of the individual themed pages could the default format be *title* and then the *body* of the text rather than just the *title*? Title on its own is fine for the news list on the front page to save space

There are three icons in the “All Health Topics” list which don't link to a themed page. These are “Alcohol”, “Cardiovascular” and “Health Equity Audit”. These to be linked to a themed page.

The search engine doesn't appear to be working this needs activating.

**Action: AB to raise above points with PB.**

The group preferred the blogs to appear as in the previous version of the content management system, ie. main and extended text.

Bloggers requested a guide to new version of moveable type software.

**Action: YH to receive training to blog.**

**Action: JS to set up YH to blog.**

It was suggested that training on the new software be delivered at the next meeting.

**Action: AB to liaise with PB.**

It was noted that 'Notify' is now labelled as 'share'.

Not easy.

YH suggested that old content be removed as some information was out of date and not relevant. It was noted that bloggers can only remove items that they have created.

**Action: JS to get permission to delete blogs that are no longer relevant.**

PCT links – health info will go to pages on PCTs.

**Action: YH to email PB with direct link for Health Info site which will change once new PCT site is up and running.**

**Action: JS to get SA on the VLE.**

Themed – area bear to right hand side. – could display intro to article.

Thumbnails – cant wrap around doesn't recognise tags.

## **5. Populating the key themes**

Press release alcohol, weight management programmes

AB – local evidence summaries.

Document Zone - DPH annual reports – still to go to the board. Post after been to board.

Alcohol posters

YH - Grants – drink aware

SA – still to talk to lorraine.

Each topic YH – hot resource items and link back to HIIP as hyperlink. – encourage comments on the resource.

Can change date to bring blog back to the top of the list.

**Action: All health topics section – all links don't work yet. Need to be done quickly.**

Training section – add in about 16<sup>th</sup> jan event – link to TPHN.

**Action: JN to blog some activity – PE to liaise with JN**

Darzi - north east version – to be blogged

Regional summaries to be post by AB state of health

**Action: linking with Mark O and chair and discussions with web team.**

**Action: YH to tell PE when meeting is taking place.**

Search function does not work

**Action: PB.**

“for the health workforce” change to this – or if come up with something better. PB

**6. Health Trainers - there is a need for a Health Trainer to join the group**

Gateshead Health Trainers have been using Gateshead council site to blog.

**7. Draft terms of reference s**

See sheet for amendments

**Action: post Terms of Reference to CEHI**

Accountability? Make reference feeds into strategy with capacity building and fits in with management arrangements.

The group is guided by the strategy for PHI cap build.

Agreed as final and post.

**3. (item 3b deferred to allow PE to input) Weblog co-ordinators role**

PE/SA

HR form – having to go to an agency. Told last week student who could come and help. Cant accommodate -2 – HR back fill for January – use student over Xmas – Gateshead refurb jan – march – funds need spending. SA – CVD Jackie gray

Eight weeks at 3 days on a band 3 – finance can produce forecast with on costs.

**Action: PE to sign.**

**8. Any Other Business**

AL secondment opportunity at Ia in Gateshead.

**9. Date and time of next meeting**

Next meeting 23<sup>rd</sup> January 1.30-3.30pm, Pemberton House, Sunderland