

## Steering Group Meeting 16<sup>th</sup> September 2008 Minutes and Action Points

### **Work completed since last meeting.**

The website has been revised in light of comments received at the last meeting. There are now less pages on display within the menus and positive mental health is more to the fore. The new checklists (see below) should help people make best use of the website. We have received an offer for proofreading the website which will be very helpful.

### **Images.**

The project currently has a questionnaire which aims to develop a 'Wordbank' to go along with the images which aim to support understanding of them. Some helpful feedback has been received but more would be appreciated.

**ACTION POINT** could steering group members highlight the questionnaire (which is available from the website) where possible please. The deadline for responses is the 17<sup>th</sup> October.

### **Candle Resource.**

The Candle Resource page of the website has been viewed by 391 visitors. This resource and project fit well with Clear Thoughts and the work of both can be shared across the links and contacts made during them.

### **Conferences and meetings**

The project worker continues to attend meetings and conferences promoting the work of the Clear Thoughts project. A number of conferences are booked before Christmas and Mental Health Today and Learning Disability Today will also be attended.

**ACTION POINT** if anyone is holding or aware of conferences or meetings that would be useful to attend or speak at then please let me know.

### **Journal articles**

The last meeting discussed getting journal articles published promoting the project. It was decided to put these on hold until the launch of the checklists and CD (see below)

## **York University CAMHS – LD module**

York Uni are hosting a module for 'mainstream' CAMHS workers regarding learning disability which will run this winter. The project worker has been involved in the development of the module ensure that Clear Thoughts and Candle are included in the reading materials and website references. I will also be helping to deliver some of the course itself.

## **Website statistics**

Included with these minutes are the website stats for the site which are very encouraging and will hopefully continue to rise as awareness of the project grows

## **Mental Health Checklists**

As discussed at the last meeting, a series of simple checklists regarding learning disability and mental health have been developed these will be used on the website and available on CD (see below). These checklists will be shared with the Steering Group in the very near future as the meeting felt one or two minor changes to appearance would improve them.

**ACTION POINT** any feedback regarding these checklists to me as soon as possible please as they need to be completed to allow the CD resource to be ordered

## **Information on CD for Partnership Boards (and others)**

The next major step for the project is to develop a CD resource that will include

- the images commissioned for the project
- the 'wordbank' terms that go with these images
- the checklists in print and electronic (with hyperlinks to websites) versions

These will then be shared with as many interested parties as possible at as little cost as possible. Partnership Boards will receive them free and others will be made available for a small cost (certainly no more than £10 but this is to be confirmed)

To promote the project and the CD resource a number of postcard type flyers detailing the project and the resources will be available

**ACTION POINT** as with the website it would be very helpful to have your organisations logos used on the CD and flyer as well.

Please let me know if this is OK



### **Future Funding options – thinking ahead**

The current funding for this project runs out in 6 months time. As much as the website and the CD resource will continue to be available the meeting felt it would be good to keep the project going in some form. ARC are looking at future funding options.

**ACTION POINT** if anyone has any really good ideas about the future funding of the project please do get in touch

### **Date time and venue of next meeting**

With the project drawing to a close and the launch of the checklist and CD resources it was felt that the next meeting should be held on **TUESDAY 2<sup>nd</sup> DECEMBER 10.30-2** at ARC Head Office in Chesterfield

**ACTION POINT** could steering group members please try to attend  
- I'll ensure the first mince pies of the festive season are available!