

## **Summarised notes of The Communication and Engagement Advisory Group Meeting**

### **Video Conference Meeting – 20 October 2020**

Attendees: John Scott, Karen Martin, Chloe Trew , Rebecca Lawrence, Amanda McLaren

Secretariat: Nicola Paterson, Sophie Ryder, Kirsty McGrath

Apologies: Dean Robertson, Irene Oldfather, Shaben Begum and Samantha Phillips

The full discussion of the meeting is recorded this note serves only to summarise main points.

#### **1. Group objectives for the next Interim Report in December**

The group agreed that they would concentrate on the survey to professionals up until xmas with a view to getting it out before then. This will be documented in the interim report in December.

#### **2. Survey for Professionals**

##### *Finalising the Questionnaire*

The group discussed the proposed questions and presented ideas on how the questionnaire could be improved:

Points made in relation to the questionnaire were as follows;

- It was agreed that Chloe's modifications on the original set of questions, would now form the basis of the questionnaire, which will evolve based on the points raised below.
- It was suggested and agreed that we put the more important questions at the beginning of the questionnaire and the standard questions on the background of the individual towards the end.
- The importance of striking a balance between gathering the information we need and the length of the questionnaire, taking into account the time pressures on professionals, was raised.
- It was agreed that a question should be included to gather evidence on how carers are identified and the meaning of the term 'carer'
- Ensure that it isn't too heavy on the legislation and more about practice.
- Explain why we are doing the questionnaire and how we will use the evidence gathered.
- Option to use tools such as survey monkey but also offer a phone call – this option proved quite popular in a recent survey conducted with professionals for the Capacity and Supported Decision Making workstream.

The group agreed that it would be most effective to distribute the questionnaire through established networks and it was agreed how and who this would be distributed to.

Further discussion centred around recommendations for improved communication with carers.

Karen suggested setting up a sub-group for lived experience members. We are currently looking at this for all our workstreams.

### **3. Next Meeting**

A Doodle poll will be sent out imminently to gauge availability for the next meeting in December.