Palliative Care Website Reference Group

Minutes of Meeting Thursday 7th December 2017 at 9.00 am
Committee Room, Second Floor, Clutha House

Present: Paul Corrigan, Shirley Byron, Katie Clarke, Stuart Milligan, Euan Paterson

Minutes: Jane Pettit

Apologies: Michelle Dalgarno, Frances Gray, Christina Hamill, Claire O'Neill

		Action
1.	**Minutes of Previous Meeting**	
	Minute of the 6th September 2017 were approved.	
2.	**Group Membership**	
	Shirley Byron & Mairi Armstrong will join the group (shared membership) in place of Christina Hamill who is retiring in December.	
	PC sent invitations for potential new group members to staff who participated in website testing earlier in 2017.	
	Acute medical representation on the group to be considered.	PC & CN
3.	**Meeting Schedule**	
	PC to email group on future meeting days, dates & location.	PC
	PC advised that teleconferencing is available at Clutha House.	PC
4.	**Reporting Structure / Content Strategy**	
	An updated website governance document was distributed to the group and all were in agreement to continue with this structure.	
5.	**Palliative Care Education**	
	The Palliative Care Training Calendar has been updated with courses for 2018.	
	GPs have the option of using a new online booking system for Evening Meetings. A similar online booking system will be trialled by the Primary Care Palliative Care Team for some of their education sessions. PC will give a further update at next meeting.	PC
	SM provided information for the website on Palliative Care education at the University of the West of Scotland.	
6.	**User Experience Testing Use**	
	Further User Experience testing of the website to be carried out early 2018 after a number of content updates have been made.	
	PC asked for any suggestions from the group on how to access staff for further website testing. SB suggested contacting Practice Nurses and possibly carry out website testing	

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	at the North East Forum.	
7.	**Website – Health Care Professionals Area** PC reported on a number of updates to this area of the website completed and in progress following feedback from website testing and the previous reference group meeting. These included updates to Search, Key Resources, Education, Bereavement, GCPCNG & Learning Disability.	
8.	**Social Media and Website Promotion** The '@palliativecareggc' Twitter account continues to be used to promote the website and linked resources. Business cards with the website address can be supplied by PC.	
9.	**Website – Content for Patient / Carers** Updates made to this area of the website include links to ACP resources and new HSCP websites. PC will link in with CN on the Care Opinion project and work with PACE (and Laura Nixon) with a view to getting input on content within Patient and Carer area of the website	PC
10.	**A.O.C.B** EP reported on the Glasgow & Clyde Palliative Care Network (GCPNG). The function of this group is to create and maintain an effective and inclusive communication web for all those involved in the provision of palliative and end of life care across the Glasgow and Clyde area. An area for this group and its 'communication web' has been created on the palliative care website.	
	Date of next meeting and subsequent dates Website Editorial Group meetings to continue quarterly with 2018 dates T.B.C.	

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