

Communications Activity Report

For Quarter 1: April - June 2018



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1. Background

The Communications Team's purpose is to connect people and support engagement through high quality, accessible information about the Trust, its work and the work of its staff and partners.

We work across the entire Trust and support people with corporate communications, public relations, stakeholder relations, digital communications, branding, marketing, emergency planning and crisis management.

The following information is a high level summary of how we've supported the Trust during the first quarter of 2018/19.

2. Overview summary for Q1

The table below is a summary of how we've supported or delivered key projects and initiatives during the quarter.

Name of projects and initiatives	Detail for Q1	Client / service area
CQC Project	 There was a lot of Communications support given to the CQC project during April as results and ratings were published. This included: Briefings for internal and external audiences Updating resources on the CQC staffnet page Creating of new CQC web page to host external content Development of ratings at a glance visual asset Ratings displays updated on relevant service web pages Case study developed for crisis service Liaison with CQC comms team Liaison with local media on results 	CQC Project Group, Nursing and Quality
Community Service redesign engagement	The Community Service Redesign project was resourced heavily by communications during Q1. We played a leading role in the staff and public engagement exercises that took place during May and June. This included: Production of vital information assets for staff and the public Production of questionnaire (online and hard copy) Development of content on Staffnet and website Development of social media posts Direct mailings to service users and Trust members Stakeholder, partner and third sector communications Social media management Attending/supporting face to face engagement events with staff and public audiences Attending numerous project meetings including workstream, group and board meetings	Leeds Care Group, Community Redesign Project Group,
Estates	We have been supporting our estates colleagues to communicate plans for the future of the Trust's estate to staff. In Q1, this included writing three blog posts for the newly-launched 'Bricks and Mortar' blog series and developing a dedicated page on Staffnet to host all further updates and key documents.	Estates, Chief Financial Officer

Name of projects and initiatives		
	We began a programme of work to inform service users/the public that services are moving from Malham and Southfield House to St Mary's House later this year, and this will continue into Q2. We've also established links with our communications colleagues at Leeds Community Trust and have been supporting them with plans for public engagement events about the new CAMHS unit that will be built on the St Mary's Hospital site.	
NHS 70	We took a leading role in the delivery of the NHS70 campaign, with two members of the team participating in the steering group from late 2017 to July 2018. With a budget made up from charitable and corporate funds we helped organise, and provided comms support the following:	Special Project
	 Big7Tea: 1049 staff, service users, carers and volunteers took part a new sensory garden was developed at Mill Lodge in York York Minster: 17 members of staff were picked in a prize draw to attend a special NHS70 event with Chair, Sue Proctor Westminster: two members of staff were picked in a prize draw to attend a special NHS70 event with Chief Executive, Sara Munro Looking back, looking forward: a one-off event looking at the last 70 years of learning disability services in Leeds 70 faces: a campaign showcasing our staff (ongoing) 	
Annual members day	Throughout Q4 of 2017/18 and Q1 of 2018/19 we organised this year's Annual Members' Meeting for the Corporate Governance/Membership Team. Q1 activity included: • Agreeing the brief, theme and format of the event • Running a warm up workshop with Governors • Planning and logistics	Corporate Governance, Board
	 Planning and commissioning a video for the CEO's presentation Recruiting stallholders for the marketplace Marketing and publicity 	
Annual review	In Q1 we started work on the Trust's Annual Review, which is produced each year as a shorter and more accessible summary of the Annual Report. This year, we've added a '17 reasons to feel proud in 2017/18' infographic and have aligned the content with the Trust's three strategic objectives.	Corporate Governance
Veterans' mental health service launch	We continued to work with the mobilisation team for the new Veterans' Mental Health Complex Treatment Service in Q1, primarily providing support with recruitment (via social media) and finalising a service leaflet. We also continued to explore potential media opportunities to raise the profile of the service, with coverage expected in Q2.	Leeds Care Group, Specialist and LD Care Group
CONNECT: Eating disorders new model of care	We developed a new brand identity for the new eating disorders service (see design update below). Using this we then developed information assets for staff/partners, and	Eating Disorders, Specialist Care Group

Name of projects and initiatives		
	service users and carers.	
Recruitment marketing support	Communications supported the recruitment marketing for two major campaigns in Q1 including: 1. Forensics at Clifton House – through an updated video, professional photoshoot with staff, development of hero quotes and pictures for a Twitter campaign, dynamic advertising copy and promoted posts on Facebook 2. Specialised Supported Living Service – through development of a recruitment brochure, staff case studies, professional photoshoot and promoted post on Facebook. In addition, a new recruitment pack was developed for the Practice Learning & Development Team to distribute at Nursing focussed recruitment events. The packs comprised of A4 loose inserts in the trust's new values folders. The packs were used at a recruitment event on 16 June.	Recruitment/HR Specialist Care Group Nursing and professions
Stakeholder bulletin Imagine online	In Q1, we sent two editions of the Trust's email news bulletin, Imagine Online, to our stakeholders. You can read the April and June newsletters online. April's edition was sent to 459 recipients, receiving an open rate of 26% against an industry average of 20%. June's edition was sent to 451 recipients, receiving an open rate of 26% against an industry average of 20%.	Corporate
Media relations	We issued six proactive media releases this quarter: Specialised Supported Living Services West Yorkshire Mental Health Services Collaborative CQC Inspection results 'Looking Back, Looking Forward' exhibition Young Service User Network We had five direct media enquiries in the quarter on: gambling addiction x 2 the perinatal service the 'Looking Back, Looking Forward' NHS 70 exhibition the heatwave. We also fed NHS70 related stories into NHS England and the local media. These generated positive coverage, along with further coverage of the Veterans mental health service and gambling addiction. We were part of widespread national negative media coverage through three high profile serious incidents including: Luke Smith victim speaking out about lack of support for him the delay in official reporting of the Harold Bosomworth case the alleged mistreatment of dementia sufferer, Tony Thompson	Multiple
Staffnet web agency procurement	Our external support contract with EMIS Health expired in March 2018. In collaboration with IT and Procurement we created a tender and went out to market at the end of Q4. We received tenders from	Workforce IM&T

Name of projects and initiatives	Detail for Q1	Client / service area
	companies ranging between £29,430 and £149,653 to provide technical and developmental support for Staffnet. A scoring exercise took place in April to identify the top two companies and they were invited to a panel in July. A decision and announcement of the new supplier is expected to be made by the end of July.	
Consultants' directory	Work continues on the development and build of a searchable directory of consultants at the Trust which will be hosted by the Trust's website. A working example of the directory is available and is currently being tested. We are still short of our completion rate with 32 out of 69 consultants submitting information for their profile. We anticipate the site will go live later in the summer/autumn.	Medical Directorate

In house graphic design Service - Q1 Highlights

- A suite of leaflets and brochure to support CMHS redesign project.
- Leaflet designed to support the launch of the new Veterans Mental Health Complex Treatment Service.
- Development of visual identity and information assets for the new Eating Disorder's CONNECT service, which also had to reflect the Trust's identity. Examples below.

CONNECT - Eating Disorder's new model of care



3. Communications activity in numbers

The table below gives an overview of the scale of our outputs and throughputs for the quarter.

Activity	Q2 outputs	Q3 outputs	Q4 outputs	Q1 2018/19
Number of Trustwide staff e- bulletins written, edited and published	17	25	23	23
Number of stakeholder bulletins/publications written, edited and published	1	2	1	5
Number of external news and blog articles published on the Trust website	14 (10 news and 4 blogs)	22 (16 news and 6 blogs)	17 (11 news and 6 blogs)	19 (14 news and 5 blogs)
Number of new / updated web pages (external) published	41	13	5	16 (7 new pages, 9 updated)
Number of news media enquiries managed	16	18	27	27
Number of published/broadcast news media items with involvement from communications	11	4	40	24
Number of Staffnet (internal) news and events items published	54	44	32	33
Number of graphic design projects (jobs started, worked on or completed)	13	51	95 (77 new jobs started or worked on, 18 jobs completed)	73 new jobs started/worked on. 49 jobs completed

4. Web and social media

Staffnet - staff intranet

Highlights and developments

Our external support contract with EMIS Health expired in March 2018. In collaboration with IT and Procurement we created a tender and went out to market at the end of Q4. We received three tenders from companies ranging between £29,430 and £149,653 to provide technical and developmental support for Staffnet. A scoring exercise took place in April to identify the top two companies and they were invited to a panel in July. A decision and announcement of the new supplier is expected to be made in Q2.

Newly launched content this quarter includes

- A new <u>Health Informatics / IT Services site</u>
- a Carers Support site
- an NHS Constitution page

Background work continues to streamline content and fix any broken links, pages or sites. This also includes small aesthetic changes to content and page layouts.

Future plans

We intend to appoint a new technical support agency for Staffnet in Q2. See highlight summary above.

A number of staff training videos are in development to aid superusers in maintaining their sites. These are not being created to replace the current training offer but provide a reminder on how to complete certain tasks within SharePoint.

There will be a review of the current cohort of superusers to check that permissions are still required and how often content is updated. It is expected that following this review, the number of superusers will decline. An upgraded training offer will be provided to the remaining superusers and they will be involved in the new Staffnet Working Group going forward.

The Staffnet Governance Group is currently under review. Existing members of the group are mainly focused on procuring a new technical contractor to support Staffnet and these meetings will continue in the current format until the new contractor has been identified and is in place.

Going forward the membership and format of the Staffnet Governance Group will change in order to facilitate ongoing development of the staff intranet. Representatives from the Superuser network will be identified and invited to attend the group to provide a deeper understanding of issues, or ideas for improvement. Terms of Reference for this group are currently under development and will be discussed at the next meeting in August.

Analytics

There is a slight upward trend in views of Staffnet and we hope to capitalise on this by continuing to refresh, update or remove content in the run up to implementing the new site with our preferred supplier.

	Q4	Q1
Page Views	411,316	474,412
Unique Page Views	247,852	281,144
Users	21,836	21,878
Average users per day in Q1	239.95	240.41

The users metric shows how many users engaged with the site. In order for Google Analytics to determine which traffic belongs to which user, a unique identifier associated with each user is sent with each hit. We can see that the number of users has also slightly increased in this quarter.

Pages: Top ten most popular on Staffnet

#	Page	Page Views	Unique Page Views	Average time on page
1	Home	404,862	237,016	00:06:54
2	Resource directory (room and car park booking)	11,293	5,301	00:03:49
3	Buy and sell board	4,735	3,055	00:02:36
4	Recruitment and selection	3,994	3,168	00:04:46
5	Departmental calendars	3,736	1,508	00:02:30
6	Human resources	3,399	2,334	00:02:52
7	Training	3,207	2,636	00:05:49
8	Policies and procedures	2,960	1,754	00:01:07
9	EPMA project	1,778	1,426	00:06:20
10	Staffzone homepage	1,764	1,258	00:01:15

Staff focused or facilities driven pages are more popular rather than directorate, corporate or clinical content. Room and Car Park booking remains the most popular page after the homepage, with classifieds and recruitment information closely following. Support Services and Staff Zone content dominates in usage whereas Clinical Services content is much lower down in popularity.

Search: How people are using the search engine

	April	May	June
Most search for	iLearn	iLearn	iLearn
Abandoned Queries	Health and safety file	Mail	Consent
No Result Queries	Weekly fire warden check sheet	58354	Ex gratis form

In abandoned or no result queries a clear trend can be seen for contact details. This highlights the need for a functioning people search and telephone directory.

Documents: most downloaded

Q3	Q4	Q1 2018/19
Appraisal and Performance Review Procedure	Appraisal and Performance Review Procedure	Appraisal and Performance Review Procedure
Antimicrobial Prescribing Guidelines	Adverse Weather Procedure	Guidelines for the pharmacological management of psychiatric emergencies / behavioural disturbances using rapid tranquillisation.
Bank Staffing Procedure	Procedure for Annual Leave and Public and Statutory Holidays	Special Leave Procedure
Procedure for Annual Leave and Public and Statutory Holidays	Guidelines for the Pharmacological Management of Psychiatric Emergencies / Behavioural Disturbances Using Rapid Tranquilisation	Adverse Weather Procedure
Procedural document guidance notes	Special Leave Procedure	Employee Wellbeing and Managing Attendance Procedure

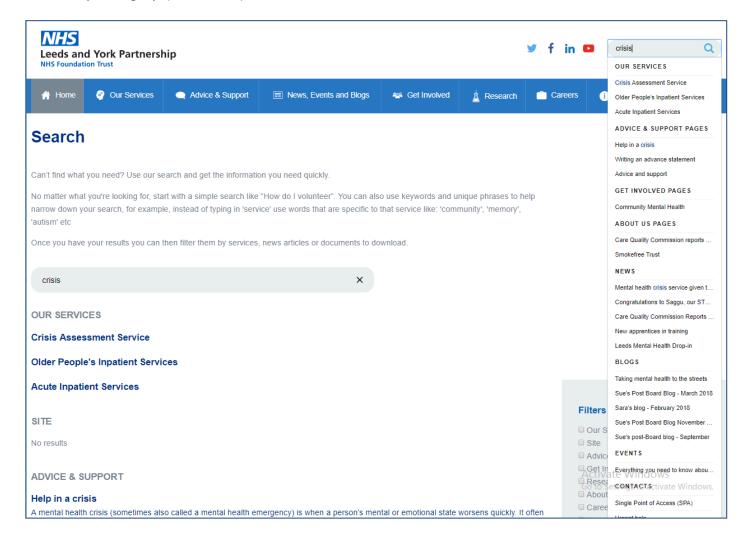
Appraisal documentation remains the most popular download and Q4 and Q1 is demonstrating more of a shift towards staff focussed documentation, with policies and procedures around Leave and staff wellbeing trending more than clinical documentation.

Website

Highlights and developments

More work has been carried on the services pages. The Autism Diagnostic Service (LADS) has had a full review of their page and referral forms to help reduce the number of incorrect or incomplete referrals.

An improved search function was launched in May (see screen shot example below). The new function provides an auto-complete dropdown search (on the right) which recommends the best content for search terms, and the results page provides a filter which allows users to refine the results by category (on the left).



Work continues on the Consultant Directory commissioned by the Medical Directorate. At the end of this quarter submissions continue to be low although improved on the last quarter. We are now at a 46% response rate and we have a working example of the site which has been sent to the Medical Directorate for review and testing. We are still aiming to get at least 70-80% of the information we require from our consultants in order to launch this at a satisfactory standard later this year.

Development work has been completed on a new right side menu template to be used on relevant Clinical Services pages. This will allow a more complex service with layers of content to move from a single page layout format to a subsite with more pages and additional layers of navigation.

The plan is to trial this layout with the new YCED CONNECT service and roll out only to services which will require it.

Future plans

The new website was launched in March 2017. A paper is currently in development which will make recommendations on future developments.

To help inform this there will be an incentivised feedback survey for all stakeholders. This survey will be hosted on the site as a non-intrusive "sticky" feature and will also be sent out through other channels including Volition, Forum Central and GP bulletins. This survey will help to get a quick temperature check on how the site is performing, what is working well, what isn't and what stakeholders would like to see more or less of. Following the survey, the plan is to keep to "sticky" feature and repurpose it as a way to make key announcements on the site, such as promote news items, events or recent publications.

Analytics

Similar to Staffnet we can also see a slight upward trend each quarter in regards to page views and a significant upward trend in terms of active users. We hope to continue to build on this growth by making further improvements to the quality and accessibility of content.

	Q3	Q4	Q1 2018/19
Page Views	104,597	116,702	118,922
Unique Page Views	80,660	90,472	93,558
Users	29,441	31,534	35,447
Average users per day	320	346.5	389.5

The users metric shows how many users engaged with the site. In order for Google Analytics to determine which traffic belongs to which user, a unique identifier associated with each user is sent with each hit.

Pages: top ten most popular pages

Page	Page Views	Unique Page Views	Average time on page
Home	19,076	13,439	00:00:39
Our services	3,984	2,550	00:00:33
Contact us	3,443	2,941	00:02:05
Job list – Nursing – Midwifery	3,157	2,204	00:00:44
Gender Identity Service	2,578	2,017	00:03:03
Careers	2,396	1,803	00:01:14
Job list – Administrative services	2,313	1,543	00:00:43
Yorkshire Centre for Eating Disorders	2,058	1,706	00:03:19
Crisis Assessment Service	2,027	1,771	00:01:54
Urgent referrals	1,454	1,157	00:01:39

As with the previous quarter the Our Services landing page and the Contact Us page both score highly with the Nursing and Midwifery job vacancy category also doing particularly well. The Gender Identity service appears twice as the higher scoring entry is from users who have clicked through to the page from a search engine whereas the other entry is accessing the service through the trust site.

Search terms

The new Algolia search function launched in May no longer relies on Google Search, as such there is no available data for search terms in this quarter but we are looking to resolve this for the next quarter to check how the updated search function is performing.

Social Media

Twitter

Twitter continues to be our most vibrant channel with followers steadily increasing. The number of posts during Q1 has dropped —which can be attributed to us stopping live tweeting from board meetings. This was stopped due to the poor levels of engagement from followers, which included people unfollowing the Trust's account.

	Q2	Q3	Q4	Q1 2018/19
Followers	5,521	5,772	5,934	6,164
Posts	225	199	108	91
Engagement	964	1025	747	625
	(78 replies + 886 link clicks)	(93 replies + 932 link clicks)	(51 replies + 696 link clicks)	(37 replies + 588 link clicks
Engagement rate	Not available	1.5% overall with a peak of 4.3% on November 10 th	1.3% overall with a peak of 3.8% on January 6 th	1.2% overall with a peak on 4.0% on June 22 nd

April highlights

Top Tweet earned 5,439 impressions
In case you missed it, we've been mentioned in @theRCOT OT News!
'Leading sustainability and transformation in Leeds' explains how we've joined up with local partners to look at how we can achieve one #OccupationalTherapy workforce for

the whole of #Leeds pic.twitter.com/Rqt74L8N99



Top mention earned 372 engagements



We Love A Quote On Ward 3 - We Now Have Them On The Bedroom Corridor Walls... Not Only Do They Brighten The Ward & Make It Feel More Homely, But Patients Have Already Said They Inspire, Give Strength & At Times Bring A Smile To Their Facel ⊕ ②Safewards ②LeedsandYorkPFT ②NHS pic.twitter.com/1ESzUChtE0







₹₹ 14 **♥** 20

May highlights

TWEET HIGHLIGHTS

Top Tweet earned 5,723 impressions

Are you an enthusiastic and highly motivated Community Mental Health Nurse/Care Co-ordinator in/around #Newcastle? Fancy joining an innovative new mental health service for armed forces #veterans? We may have the role for you... bit.ly/2w4No3O #nurse #jobs @CombatStress pic.twitter.com/RKBSzjsXLa

Supporting veterans in the north of England



Top mention earned 489 engagements



Elliot Davies

@OTALeeds · May 9

And people wonder why I love my job @LeedsandYorkPFT here is Monet who with his handler Katy from KL Pony Therapy came to visit us today. The effect he had on our service users was amazing and certainly shows the importance of therapy animals. pic.twitter.com/kTdZJJoXWp



♠ 10 **₹3** 22 ♥ 81

Top media Tweet earned 4,245 impressions

"Unless you support your colleagues under stress, they cannot provide the best level of care for patients." Our chaplain Rev Michael MkPadi speaks to @LeedsNews for #MentalHealthAwarenessWeek bit.ly/2rL7yLD pic.twitter.com/OrllxltB2P



139 ♥21

MAY 2018 SUMMARY

Tweets

36

70.3K

Tweet impressions

Profile visits

3,876

Mentions 541

New followers

77

June highlights

TWEET HIGHLIGHTS

Top Tweet earned 2,840 impressions

Talk to us about proposed changes to community #mentalhealth services in #Leeds. Events at 10am on 11 June, and at 5.30pm on 14 June. Both take place at @cardigancentre1 in Leeds. Find out more and book your place at bit.ly/LeedsCMH @MyForumCentral @HWLeeds @InvolvingYou pic.twitter.com/X3wlftQ8R5



Have your say on changes to community mental health services in Leeds.

♠1 ₹7 ♥5

Top mention earned 327 engagements



dido harding @didoharding · Jun 20

Learnt a huge amount today about Psychological Medicine, Perinatal Services and Eating Disorders services. Many thanks to Dr Peter Trigwell, Deborah Page, Dr Gopinath Narayan and @drwrjones & everyone @LeedsandYorkPFT inspiring work! pic.twitter.com/NArKPtAmCG





43 t3 13 04

Top media Tweet earned 2,484 impressions

In our Chair's Post Board Blog for May, @DrSueP1 pays tribute to all involved in managing the fire at the Becklin Centre, doing better on #coproduction and improving the recruitment of new #nurses and building their confidence when they arrive. bit.ly/2LMM4qa pic.twitter.com/lnXa7Ne2tA



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JUN 2018 SUMMARY

Tweets

38

Profile visits 3,096

New followers

79

Tweet impressions

56.6K

Mentions 347

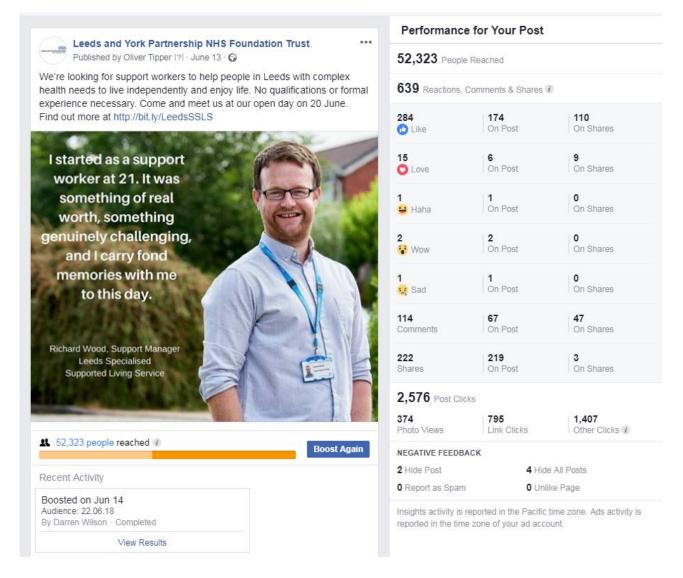
Facebook

Activity	Q2	Q3	Q4	Q1 2018/19
Followers	1,800 (at 30 Sept)	2,058 (at 31 Dec)	2,088 (at 31 March)	2,276 (at 30 June)
Posts	72	59	42	28
Likes	Total pages likes at 30 September: 1,806	Total page likes at 31 December: 2,013	Total page likes at 31 March: 2,086	Total page likes at 30 June: 2,268

During this quarter four posts were boosted. These were all recruitment posts featuring YCED, mental health nurses, support workers and recruitment staff.

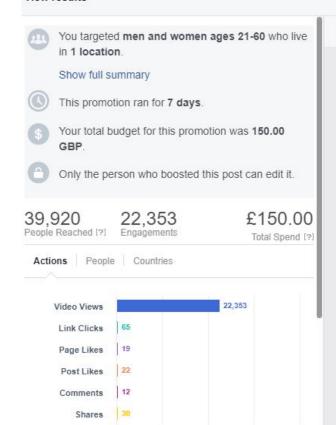
Recruitment posts

The SSLS support worker post performed the best in Q1 with 52,323 people reached and 2,576 post clicks, 795 of these were clicks on to the job link. Sentiment analysis is generally positive, however this did result in 2 followers hiding this post and a further 4 followers hiding all posts from LYPFT.



The post for Clifton House's recruitment campaign also performed well, with 22,353 views of a promotion video during a seven day campaign in June. However this only generated 65 clicks to the job advert.

View results



DESKTOP NEWS FEED

MOBILE NEWS FEED



Leeds and York Partnership NHS ... Foundation Trust

Sponsored - @

We've got exciting opportunities for mental health nurses and clinical lead nurses in our low secure forensic service in York. We're offering up to £1,000 as a starting bonus and a relocation package of up to £8,000. Find out more at http://bit.ly/2rQABh3

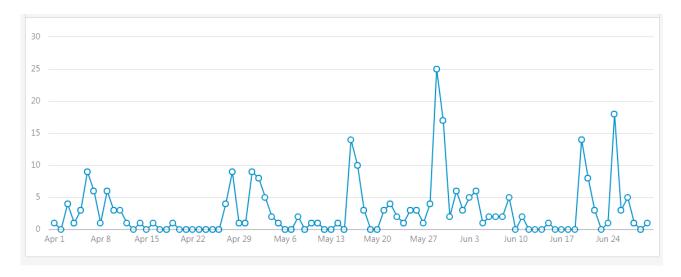




LinkedIn

Activity	Q2	Q3	Q4	Q1 2018/19
Followers	1,973 (at 30 Sept)	2,068 (at 31 Dec)	2,158 (at 31 March)	2,273 (at 30 June)
Posts	20	16	15	13
Impressions (the number of times each update was shown to LinkedIn members)	11,194	25,999	28,823	11,449

Clicks on posts



May 29th saw the largest spike of 25 clicks this was for the Mental Health nurses and Clinical Lead nurses job posting.

The highest performing update for this quarter with an engagement of 6.52% was the "We've got plans to change the way we provide our community mental health services for adults and older people across Leeds." post on 16th May.

This received 798 impressions, 30 clicks and 22 social interactions – in this instance likes from followers.

YouTube

YouTube is our primary video sharing platform. Over Q1 we gained 12 subscribers but lost 1 leading to a total of 72 subscribers at the end of the quarter, a slight increase on our previous figure of 61.

Content breakdown:

	Total Videos	Public Videos	Unlisted / Private
Q4	169	108	61
Q1	171	110	61

Q1 Highlights

Two publically available videos were uploaded this quarter.

- May Working for our low secure mental health service in York 51 views
- June Wonderful World (Looking back, looking forward NHS 70 event) 32 views

	Watch time (minutes)	Views
Q3	4,488	2,717
Q4	7,083	3,544
Q1 2018/19	4,999	2,392

Top three performing videos in Q1 2018/19	Watch time (minutes)	Views	Likes	Comments
Staying at Mill Lodge Inpatient CAMHS	693	275	3	0
Leeds Autism Diagnostic Service - An Introduction	509	154	1	0
Liaison Psychiatry in Leeds	340	135	1	0

Traffic source	Views	Average view duration	Average percentage viewed
External to YouTube	984 (41%)	2:22	56%
Search within YouTube	690 (29%)	1:44	41%
Suggested videos by YouTube	372 (16%)	1:40	38%

Similar to last quarter the traffic source statistics suggest that the majority of views for content are coming in via external sources e.g. websites, apps or emails that embed or link to the videos.

The top three videos have remained fairly consistent with the Mill Lodge video remaining the most popular video followed by the more recent autism content.

There are some quick wins we can achieve with this channel by organising the content we have into category playlists and reorganising the homepage to display featured videos, ideally the most recent content. These changes will be put into effect in Q2.

Quarter 4 Comms Highlight

Community Redesign Engagement

We played a leading role in the staff and public engagement to support the community redesign project.

This represented a significant proportion of time spent in communications during Q1. An engagement report that summarises all this work will be published in Q2.

See <u>www.leedsandyorkpft.nhs.uk/get-involved/community-mental-health</u>



NHS 70

We took a leading role in the delivery of the NHS70 campaign, with two members of the team participating in the steering group from late 2017 to July 2018. In Q1 we increased the exposure for our NHS 70 Faces at 70 campaign to showcase and celebrate our diverse range of staff in the lead up to the 5 July birthday.

See

<u>www.leedsandyorkpft.nhs.uk/get</u> -involved/nhs70/70faces/

