

Huddle Interactive Workshop
LAF National Conference
27th February 2013



Who are we?

- Clare Griffin - PDLAF Huddle Champion
- Fiona Groves – LAF Regional Coordinator East Midlands
- Rob Leek – Natural England Huddle Champion



What we will cover

Introductions and Background

- What is Huddle?
- What does Huddle do?

What you can do on Huddle?

- Features and functions
- Peak District LAF Huddle experience
- Demonstration



What is Huddle?

- Collaboration 'in the cloud' - used by more than 100,000 businesses globally
- Web-based workspace used by DEFRA and other Government departments
- Natural England use Huddle – LAFs given dedicated area
- Share information and resources
- Allows you to keep in touch with other LAFs & the Department for the Environment



What does Huddle do?

- Advice
- Find an expert
- Collaborative working
- Support from others
- Keep up to date with new advice, guidance, legislation
- Access an online central library
- Convenient



Dashboard

My Dashboard Clare Griffin | My Dashboard | Search | Help | Sign Out

[Create a new workspace](#)

Latest News: [NEW: Get ready for the all-new Huddle files page!](#) [Mark as read](#)

Files Awaiting Approval 0 files awaiting your approval

For your approval | For approval by others

There are no files awaiting for you to approve

My Tasks 0 late task(s)

late task(s) | Upcoming

You have no late tasks

Files I'm Working On 0 files locked for editing

You do not have any files locked for editing.

My Calendar 2 Week view

| Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|-------------|-----|-----|------|---------|-----|-----|
| February 25 | 26 | 27 | 28 | March 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

My Notifications You have no notifications

What's New

Windows Taskbar: start | Inbox - Micro... | LAF National ... | Delegate list ... | CVs and GCP... | Huddle Work... | Huddle Traini... | PAS | Huddle | My ... | EN | 10:36

Workspace Overview

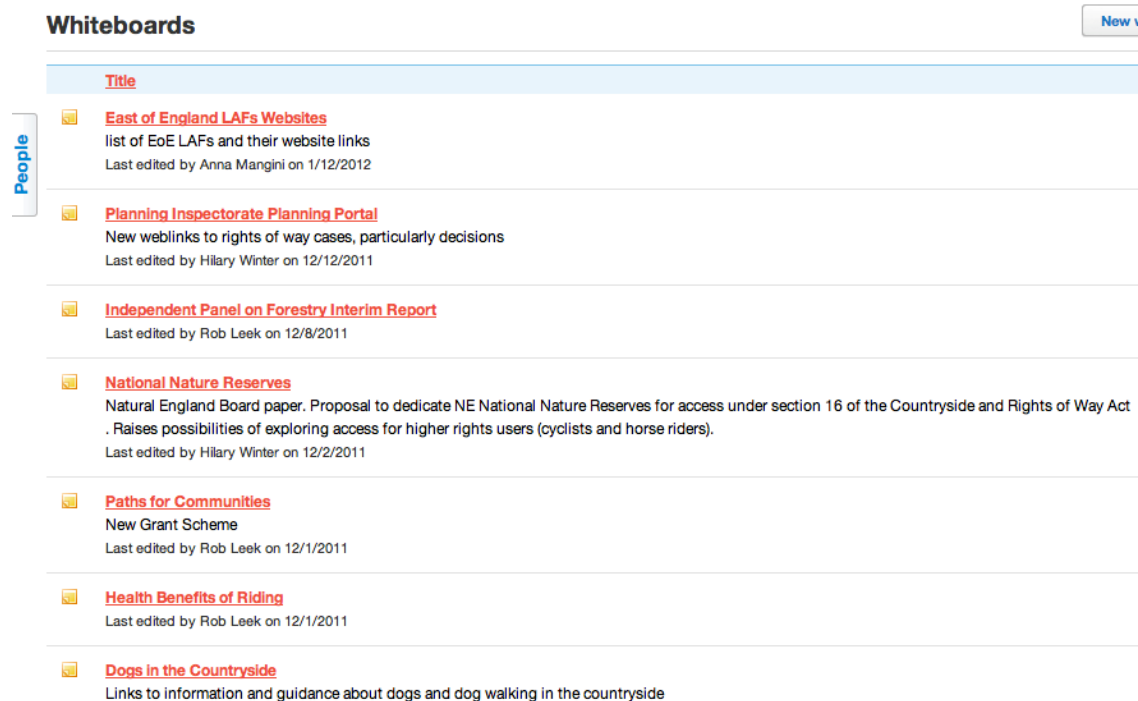
The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Huddle | NE - Local Access Forum | Overview - Windows Internet Explorer
- Address Bar:** <https://defra.huddle.net/huddleworkspace/default.aspx?workspaceid=13106522>
- Navigation:** File, Edit, View, Favorites, Tools, Help. Search bar with Google logo and search button. Sign In button.
- Page Header:** NE - Local Access Forum (dropdown menu). User profile: Clare Griffin. My Dashboard. Search. Help. Sign Out.
- Workspace Navigation:** Local Access Forum logo. Overview (selected), Whiteboards (+), Tasks (+), Discussions, Files, Meetings (+), People (+).
- Main Content Area:**
 - Workspace Overview**
 - Welcome to the LAF workspace on Huddle.**
 - Text:** This is an area where you can share information, good practice or ask advice on an issue facing your group.
 - Text:** There are 2 introductory videos available to watch (9 or 17 mins) and both are a great introduction to Huddle. You can access them [here](#).
 - Text:** Whiteboards can be created and edited by anyone and can be used similarly to an office notice board, as a place to gather and share information, web links, images and even links to files stored in Huddle.
 - Text:** The Files tab is where you would go to browse the online library of documents or to upload a new file. For step by step guides please see the [Training Whiteboard](#).
 - Text:** The calendar below displays upcoming meetings and events that might be of interest to you and your LAF, to add something to the calendar you will need to use the Tasks tab at the top of the screen – full instructions on the [Training Whiteboard](#).
 - Text:** Any questions about Huddle for LAFs or problems in using the workspace, please contact [Rob Leek](#).
 - Text:** **Please note** that comments posted on Huddle should be seen as the views of the individual and not necessarily the view of the LAF of which they may be a member.
- Image:** A photograph of a snowy landscape with hills and a few sheep in the foreground.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micro..., LAF National..., Delegate list..., CVs and GCP..., Huddle Work..., Huddle Train..., PAS), and the system tray with Internet Explorer, 100% zoom, and the time 10:38.

Whiteboards

This feature provide quick and easy access to useful links (both within Huddle and on external websites): all users can update and edit existing whiteboards and create new ones



The screenshot displays a web interface for "Whiteboards". At the top right, there is a "New" button. On the left side, a vertical sidebar labeled "People" is visible. The main content area lists several whiteboards, each with a title, a description, and the name of the last editor along with the date.

| Title |
|---|
| East of England LAFs Websites list of EoE LAFs and their website links Last edited by Anna Mangini on 1/12/2012 |
| Planning Inspectorate Planning Portal New weblinks to rights of way cases, particularly decisions Last edited by Hilary Winter on 12/12/2011 |
| Independent Panel on Forestry Interim Report Last edited by Rob Leek on 12/8/2011 |
| National Nature Reserves Natural England Board paper. Proposal to dedicate NE National Nature Reserves for access under section 16 of the Countryside and Rights of Way Act . Raises possibilities of exploring access for higher rights users (cyclists and horse riders). Last edited by Hilary Winter on 12/2/2011 |
| Paths for Communities New Grant Scheme Last edited by Rob Leek on 12/1/2011 |
| Health Benefits of Riding Last edited by Rob Leek on 12/1/2011 |
| Dogs in the Countryside Links to information and guidance about dogs and dog walking in the countryside |

Recent whiteboard topics

- Investment in cycle infrastructure
- Paths for Communities update
- Government response to the independent panel on forestry DEFRA 'help shape the future of our forests' survey
- Powerchair access to the countryside
- Green space access and the nation's health – Department of Health report









Discussion

Area for sharing best practice, discussion of local and national issues, thoughts on new consultation documents and asking advice

Discussions

[New discussion](#)

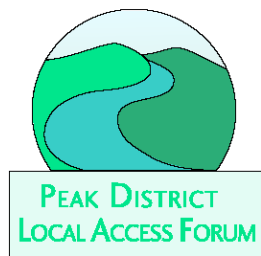
9 discussion(s) • Page 1 of 1 •

| Discussion | Post(s) | Last post |
|--|---------|--|
|  Huddle - IT Bad Practice by John Bevan on 12/8/2011 11:13 AM | 6 |  by Graham Ellery on 12/9/2011 11:57 AM |
|  Temporary fencing on Open Access Land by Ken Taylor on 12/6/2011 4:49 PM | 2 |  by Hilary Winter on 12/12/2011 3:12 PM |
|  British Horse Society Access Conference by Julie Main on 10/26/2011 9:23 AM | 1 |  by Julie Main on 10/26/2011 9:23 AM |

People

Recent discussions

- Evolution of Huddle – changes
- Directory of acronyms
- Should section 130A of the Highways Act be extended to include Unsurfaced Unclassified Roads?
- Sustaining countryside services in the face of budget limitations
- New LAF members – induction pack
- Cracker grit



Other features

- **Tasks:** update the calendar on the overview page. Add meetings, events, consultation deadlines and other items of interest to the calendar
- **Files:** Repository of useful documents. Create sub folders and upload documents. Browse the folders to find a specific document or use the search bar at the top of the screen

People: search users – wealth of expertise! Click on the tab on the left hand side to see who is online. Send emails to other users. Keep your details up to date so it is easy for other users to see your particular skill set



Huddle in practice: PDLAF experience

- Began using in Spring 2012
- Huddle Champion, deputy and Officer access
- Feedback to LAF at forum and via email between meetings
- Demonstrations to LAF spring and autumn 2012
- Expansion of licenses: future training planned



Huddle: the future

- More (all?) LAF members have access: expansion from regional to nationwide exchange of views and best practice ideas
- Sharing of consultation documents for editing and comments
- Rapid dissemination of news to your LAF: items of special interest for individual members and ideas for full forum discussion
- Local LAF-specific forum to enable a rapid response to matters arising in between regular meetings



Interactive Session

- <https://defra.huddle.net/>



Links and Resources

NE Huddle LAF site: <https://defra.huddle.net/huddleworkspace/>

Natural England Huddle Champion: rob.leek@naturalengland.org.uk

LAF Regional Co-ordinators: fgroves@me.com

Local Huddle Champions: clare.griffin@cmft.nhs.uk

Huddle: <http://www.huddle.com>

Support Portal:

<https://support.huddle.net/ics/support/splash.asp?deptID=5509>

