

Draft minutes of the SAIF meeting held on Wednesday 18th June 2008 at 10.30am in the Centre for Inclusive Living in Glasgow

Present

Ben Forsyth (chair), David Armstrong, Grant Carson, Mary Evans, Andy Groves, Margaret Hurcombe, Lucie McAnespie and Sandra Wilson

Also present: Steve Harvey (project worker)

1. Apologies

Jean Alcock, Claire Brennan, Jean Dunlop, Lionel Long, Linda Miller, Nicola Noon and Joanne Martin

2. Minutes of the meeting held on 9th April

Agreed

3. Matters arising

a) Ben, Margaret, Sandra and Steve are meeting with Martyn Evans this afternoon to discuss:

A possible joint approach with the SCC to Nicola Sturgeon about the following:

- the relationship of accessible information to the NHS Carers Information Strategies and NHS work with voluntary organisations - issues to which the Scottish Government has awarded £5 million of funding
 - SAIF funding, the SAIF funding source in the longer term, accessible information and Scottish Government policy,
- and
- the proposal that SAIF generate its own income, for example by becoming a social enterprise firm.

b) A new Equal Opportunities Committee Report "Removing Barriers and Creating Opportunities: Review of Progress" was published on 17th June. Ben informed the meeting of several recommendations under the heading of Access to Information about which the committee is seeking more information from the minister.

Action

- It was agreed that SAIF should write to the chair of the committee to clarify what SAIF can and cannot do with the standstill budget awarded for the next three years.

c) Mary updated members on progress with the issue of copyright – in particular about a progressive amendment to the copyright licensing act which allows copying by schools for print disabled people rather visually impaired people. Mary will continue to monitor developments and report to SAIF.

d) The meeting agreed the updated full annual report and the new shorter annual report for use on the website and as a promotional tool.

e) Future SAIF meeting venues:

- September 10th – Engine Shed, Edinburgh
- November 19th – Centre for Inclusive Living, Glasgow
- Annual Review 226th/27th February – Marriott Hotel or Premier Inn, Edinburgh.

Action

- Steve to compare prices and facilities for the annual review.

4. Standards

Steve reported and the meeting considered the draft minutes of the working group meeting held on 14th May.

a) It was agreed that it would not be appropriate for SAIF to advertise and promote a service offering to assist organisations to produce information accessibly, including with proof reading to ensure plain language. Other organisations already provide this service. However, it was agreed that we should respond to occasional appropriate requests if there should be any and the working group should consider costings.

b) 300 additional SAIF Standards have been ordered from the printer and after extensive consultation the easy-to-understand A5 booklet will go to the printer next week with an order for 3000 copies.

c) Mary explained that the summary report of the research into mainstream quality assurance systems was proving difficult to produce because of the language of the original report and its failure to answer the questions in the brief and the contract. However, she expects to complete it within a few weeks.

Actions

- Steve to provide Mary with original research brief and research appendix which lists quality assurance systems.
- Lucie indicated that she is finding out if Lothian NHS would carry out a user-led review pilot using our guidance material.
- Margaret is seeking the same from Edinburgh City Libraries.

5. Local Strategies

Margaret reported and the meeting considered the draft minutes of the working group meeting held on 8th May and the training strategy meeting held on 5th June.

a) Margaret explained the proposed training strategy for SAIF and the accompanying charging strategy which is designed to ensure that SAIF don't lose money and whenever appropriate generate some income. A checklist is being developed to implement the strategy.

b) Margaret explained that Jo has almost completed the Summary Report of the Accessible Information Strategies Research and is looking for feedback from SAIF members by 30th June, in particular about the next steps section at the end which is to be expanded. Follow up on the research has already started - organisations which requested more information about SAIF have been written to.

c) Feedback from the two e-communication half-day training courses delivered on the 4th and 11th June in the Grahamhills building of Strathclyde University has been very positive. The third in the series is on today and explains the absence from the SAIF meeting of some members. The full evaluation can be discussed at the next meeting.

d) The promotional briefing targeting the NHS has been published and distributed and already there has been feedback from a number of NHS boards. In particular there are provisional requests for SAIF to deliver raising awareness training workshops.

6. E-communication

Sandra reported and the meeting considered the draft minutes of the working group meeting held on 9th June.

- a) A fifth A4 poster *Making Accessible Presentations* is being developed.
- b) The meeting discussed the proposal that SAIF produce a postcard pack as an alternative to the poster pack which is currently being developed. Whilst it was felt there are possible accessibility issues with postcards it was agreed that the working group should develop drafts for consideration. Whilst there is no funding for this work specified in the budget Steve said he is confident that money could be found from within the budget if the project went ahead.
- c) Sandra asked members to provide Jo with a new or updated paragraph about themselves for posting on the SAIF website. Progress with this has been slow with not enough members responding to the initiative. She also asked members to add a link from their organisation's website to the SAIF website.
- d) The meeting considered whether members email addresses should be posted on the SAIF website, for which there are occasional requests. It was agreed that each member should have a SAIF email address which would link through to their work and/or home email address.

Action

- Draft postcard pack to be developed
- Members to provide Jo with a brief biography for putting on the website
- Members to set up a link from their organisation's website to the SAIF website
- Steve to check if SAIF email addresses can be set up for members.

7. Membership

- a) Steve reported that he had still not heard anything from Nikki Cameron and she hadn't been in touch with SAIF for over a year. It was agreed that Steve should write to Nikki.
- b) There are now two, possibly three, vacancies on SAIF. Steve asked members to consider people they know who could make a valuable contribution, meet the criteria and would be interested in being co-opted. If they let him know we can compile a list and put the process in place to shortlist, interview and co-opt. We do already have one potential applicant suggested by Grant.

Action

- Steve to write to Nikki Cameron
- Members to consider people they know for co-option onto SAIF and discuss with project workers or suggest at next SAIF meeting.

8. Next meeting

Wednesday 10th September at 10.30am in the Engine Shed,
Edinburgh