

SAIF Local Strategies Working Group

Draft minutes of the meeting held on Thursday 8th May 2008 at 10.00am at the Scottish Consumer Council

Present

Lucie McAnespie, Jean Alcock, Margaret Hurcombe, Claire Brennan, Joanne Martin and Steve Harvey (for part)

Apologies

Ben Forsyth, David Armstrong

1. Minutes of meeting held on Tuesday 22nd January 2008

There were no corrections.

2. Matters arising not on the agenda

There were no matters arising

3. Items from the SAIF Annual Review 08

Accessible Information Strategies – Research follow-up

- **Offer support** (Completed)

Organisations which requested more information about SAIF have received an introductory letter outlining services on offer and copies of our publications.

- **Produce and distribute a summary report** (target end of May)

A draft summary of the report will be completed by the end of this week. This will be distributed to all members of the working group. If need be the summary will be issued to the entire SAIF advisory board.

Once agreed the summary report will be put on the SAIF website. Copies of the summary will be sent to all organisations which took part. It was agreed that good practice examples/case studies will be highlighted.

- **Promote good practice** (Target end of May)

Good practice examples highlighted in the research report will be placed on the SAIF website.

The full research report and information about SAIF has been sent to the Office for Disability Issues (ODI). Contact to be made with the ODI to discuss accessible information standards and good practice.

- **Review of strategies and documents** (target end of June)

A more detailed picture of practice being undertaken to deliver on accessible information may be obtained by examining some of the documents delivered as part of the research brief. It was agreed that a sample of organisations will be researched; two health boards and two local authorities.

Action

- Jo will distribute the summary report to all members of the group by the end of this week.
- Members of the working group will review the summary report and get back to Jo before Monday 19th May.
- Jo to contact the ODI to ask if they would be interested in meeting with us to discuss standards and good practice in accessible information
- targets to be met

Suggested Local Strategies Work plan for 2008

It was agreed that the work plan objectives for 2008 would include:

- Develop a strategy for training, to include a marketing strategy, targeted training and a varied training programme – target publication and distribution of 1000 training information packs. The training strategy should address the barriers to producing accessible information highlighted in the research report.

- Continue to deliver training on varied accessible information issues and to appropriate target audiences such as the NHS – target 3 training courses.
- Follow up on the 2007 SCC funded research project looking at the progress of local authorities in implementing local accessible information strategies, produce report, offer appropriate support, promote good practice – target 32 authorities and 22 health boards.
- Increase promotion of SAIF within the NHS – target 3 key partnerships.
- Work with health boards to improve accessibility of their information materials – target 3 health boards.

4. Training

Training Strategy

Charging

Following discussion about SCC and SAIF VAT requirements it was agreed that all future training courses must include a VAT charge.

SAIF wants to ensure that its training courses are competitive and accessible. However, it is important that the ‘real’ costs of delivering training courses are understood. SAIF needs to be consistent about including costs for postage, stationery, VAT (and possibly project officers’ time) on top of basic charges for trainers, venue hire, catering, travel expenses and equipment.

Training for the Future

Working group members agreed that a calendar of pre-set training dates would not work for SAIF. It was better to offer relevant training when the need arises, for example in response to specific requests or changes in policy or legislation. Testing and promoting training seems to have worked well for SAIF up until now.

On-line and off-the-shelf training may also need to be discussed by this working group.

Steve raised the issue of a bigger pool of trainers. There was discussion about ensuring that trainers have the necessary skills and experience, about training for trainers and development of training packs.

It was agreed that more time was needed to discuss the above items and other parts of the training strategy. A meeting to discuss the training strategy on its own was agreed.

Action

- Cost information to assist the working group to develop a charging policy will be pulled together for the next meeting.

NHS – making information accessible

SAIF is currently working with two health boards to provide accessible information – raising awareness workshops. Information about SAIF's proposal was distributed.

E-communication: accessibility in practice

Unfortunately the internet security and accessibility course has been cancelled. This is because the trainer had to go into hospital.

The other three courses are going ahead as planned. An e-bulletin will go out today to remind people that the course has a few places left.

5. Any other business

There was no other business.

6. Next meeting

The next meeting is to discuss the training strategy.

It will take place on Thursday 5th June 2008 at 10am in Edinburgh. It is likely that this meeting will take place in St Andrews House.