

## SAIF Standards Working Group

### **Draft minutes of the meeting held on Thursday 10<sup>th</sup> July 2008 at 2pm in the SCC**

#### **Present:**

Grant Carson (chair), Mary Evans, Sandra Wilson and Charlie MacIntyre

Also present: Steve Harvey (project worker)

#### **1. Apologies**

Jean Dunlop and Carolyn Wyper

#### **2. Minutes of meeting held on 14<sup>th</sup> May**

Agreed

#### **3. Matters arising**

a) The SAIF meeting on 18<sup>th</sup> June 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 costs.

#### **Action**

Agreed that we should consider costs upon first request if any.

#### **4. User-led reviews**

a) Sandra reported that she is still to meet the project manager to follow-up on the pilot completed by Fife Traumatic Brain Injury Service.

b) She also reported that she is intending to discuss a couple of potential pilots which could be carried out by Fife Employability Network.

c) The meeting noted that Lucie had indicated at the SAIF meeting that she is finding out if Lothian NHS would carry out a pilot, and Margaret is seeking the same from Edinburgh City Libraries.

## **5. Social model publication**

The meeting considered the most recent draft which Steve had sent out for discussion. Mary had proof read it and a number of changes were agreed as a result.

Also considered were graphics from Equality Matters and the Circles Network. It was agreed we should try to use them in the publication.

Steve expressed concerns that the publication is too brief for selling. However, even though the booklet may have just 20+ pages it was agreed it would still be a good idea to explore the potential to put a cost on it and distribute it through bookshops. Steve reported that the SCC has a contact at the Stationery Office who organises these issues when they produce a publication for sale, and that person may have advice to offer.

### **Action**

- Steve to make the agreed amendments
- Steve to get permission from Circles Network to use their graphics
- Grant to get permission from Equality Matters to use their graphics
- Grant to add in section about the authors
- Grant to add in acknowledgements and further reading/information
- Steve to discuss costs, printing and distribution with the SCC link person at the Stationery Office.

## **6. Easy-to-understand A5 booklet**

Steve reported that it is now at the printers and 3000 copies have been ordered.

## **7. Research of mainstream quality assurance systems**

Mary presented her summary of the research findings. The meeting discussed the parts of the brief which the research consultant had or had not adequately addressed. It was agreed the research gave us the basic information we had sought.

The meeting thanked Mary for her work on the document which had proved to be difficult because of the style in which it was written.

**Action**

- Project staff to make the agreed amendments to the document, add in the appropriate appendices, and put onto the website
- Project staff to check accessibility with Sandra.

**8. Next meeting**

Thursday 23<sup>rd</sup> October, 2pm in the SCC