

Scottish Accessible Information Forum

Draft minutes of the SAIF meeting held on Wednesday 10th September 2008 at 10.30am in the Engine Shed, Edinburgh

Present

Ben Forsyth (Chair), Claire Brennan, Mary Evans, Margaret Hurcombe, Lucie McAnespie and Jean Dunlop

Also present: Steve Harvey, Susan Burn and Joanne Martin (Project Workers)

Ben welcomed Susan Burn and Jean Dunlop back to SAIF; everyone was very pleased to see them return.

Project staff reported to the meeting that the Scottish Consumer Council (SCC) has agreed to fund Joanne to work for SAIF for 21 hours per week for another year; everyone was very pleased to get that news.

Project staff reported that Lionel has resigned from UPDATE and it was agreed that SAIF should write to him expressing our regret and also our support for him.

1. Apologies

Jean Alcock, David Armstrong, Grant Carson, Andy Groves, Lionel Long, Nicola Noon, Sandra Wilson and Carolyn Wyper

2. Minutes of the meeting held on 18th June

Agreed

3. Matters arising

- a) Letter sent to Nicola Sturgeon MSP on 17th July regarding the NHS Carers Information Strategies and seeking SAIF involvement. No reply has been received yet.
- b) Letter sent to Margaret Mitchell MSP, chair of the Equal Opportunities Committee (18th July), updating her on the progress of SAIF with the recommendations in the Removing Barriers and

Creating Opportunities Report and also pointing out where progress is not being made because of our limited funding from the Scottish Government. No reply has been received yet.

- c) There was broad discussion regarding the planned social enterprise research being funded by the SCC. It was agreed that SAIF members will be given an opportunity to become involved in meetings with the consultants when they are appointed and have an input into the remit.
- d) Project staff outlined the changeover taking place which will result in the SCC being superseded by Consumer Focus Scotland on October 1st. Martyn Evans has been appointed as Director of the new body which combines the Consumer Council, Energy Watch and Post Watch. It should have little impact on the work of SAIF although we will be moving from the 2nd to the 3rd floor of Royal Exchange House on 28th October. A number of SAIF members have indicated their intention to attend the SCC civic reception in Glasgow City Chambers on 30th September.
- e) Ben, Margaret and Steve reported on the successful liaison meeting with Martyn Evans on 18th June. Project staff outlined the support for SAIF which has been provided by the SCC and will hopefully continue to be provided by the new organisation. This includes financial support, funding the social enterprise research and funding Joanne's post as referred to above. It was agreed to write to Martyn to thank the SCC for its generous support of SAIF since we were formed in 1997 but particularly in recent years when our grant funding has been less than requested.
- f) Mary updated members that the 'visual impairment' part of the Copyright Licensing Act has been amended to 'print impaired'. This means that freedoms to copy have been extended to those with impairments other than sensory impairment. This only applies in Scotland. It already applies to higher education but Mary was unsure if it applied in schools and advised that more information may be sought from Paul Nisbet at the CALL Centre in Edinburgh.

- g) Following a review of accessibility, facilities and cost Steve has booked the Marriot Hotel in Edinburgh again for the 2009 annual review on 26th/27th February.
- h) SAIF email addresses for advisory board members: it was agreed that Ben (as Chairperson) will have a SAIF email address for a pilot period before arranging to give all advisory board members the opportunity to have a SAIF email address. At present there is only a small number of email addresses available. The website design and maintenance brief is currently being developed and members are unsure of the usefulness of having a SAIF email address.
- i) Membership: SAIF now has three vacancies which it was agreed will be advertised via the website, an e-bulletin and any free electronic or hard copy advertising opportunities.

4. Standards

Steve reported and the meeting considered the draft minutes of the working group meeting held on 10th July.

- a) User-led reviews are still being investigated. Fife Traumatic Brain Injury Service has carried out a review; Sandra is currently discussing the report with them.
- b) The Social Model publication is almost at the draft final stage. Steve is meeting with the Stationery Office to discuss publishing and distribution options. Margaret asked about distribution to other bookshops and libraries; Steve will take this up with the Stationery Office.
- c) The easy-to-understand booklet is about to be distributed to the SAIF contact list along with the posters packs.
- d) Joanne introduced the progress report for incorporating SAIF Standards into Quality Assurance Systems. PQASSO were very interested in the work that SAIF does but unfortunately had only just revised their system. There is an opportunity for SAIF (representing a consumer organisation) to contribute to parts of

the ISO Social Responsibility Standard 26000 via the British Standards Institute. Steve will investigate further.

- e) It was suggested that the project find out if the British Standards Institute has an accessible information standard or other standards which would be relevant to SAIF. Lucie asked if the Sign Design Guide is a British Standard. Steve will investigate.

5. Local Strategies

Margaret reported and the meeting considered the draft minutes of the working group meeting held on 22nd August and draft SAIF charging policy.

- a) A draft charging policy is being developed by the working group to enable SAIF to recoup the actual costs of delivering training. It is still not intended that SAIF should make money from training courses but that the project must be more robust in ensuring that costs are adequately recovered.
- b) Training courses which are still on the agenda for 2008 include the Raising Awareness series of courses for NHS Greater Glasgow and Clyde and the E-communication courses in the north of Scotland.
- c) The summary research report is complete and has been distributed to all local authorities, health boards and various organisations; it is also available on the SAIF website.

6. E-communication

Joanne reported and the meeting considered the draft minutes of the working group meeting held on 11th August.

- a) A fifth A4 poster Making PowerPoint accessible for the web has been completed and is due to be distributed (see 4c above).
- b) A postcard pack as an alternative to the poster pack is also still under consideration.

- c) Members are still invited to provide a new or updated paragraph about themselves for posting on the SAIF website and a link from their organisation's website to the SAIF website.

7. Promotional Strategy

Ben reported that he recently attended a board meeting of the Scottish Helpline for Older People (SHOP) and a Department of Work and Pensions Scottish Forum meeting. At both meetings the issue of pensions credits was discussed. The Disability Benefits Centre in Edinburgh is now closed and the service moved to Preston and Blackpool rather than Glasgow.

8. Project workers report

- b) Jo was asked about the visit to the State Hospital. SAIF was invited to talk about the project, support and training which we provide and the invitation came as a result of the brochure targeting the NHS which was developed by the Local Strategies working group. The Hospital sees a clear support role from SAIF and has invited Jo to return in November to give a presentation to a larger group.
- c) Margaret advised that FAIR was working with learning disabilities nurses in Lothian and has produced information on cards about key treatments (for example what happens when you have an anesthetic). This information is on Lothian NHS website and is an example of good accessible information for patients.

9. Membership

See matters arising.

10. Other business

- a) Margaret reported that there is currently a consultation out about benefit service reforms and she felt we should respond about accessibility and accessible communications. This was agreed and Margaret will email the details to project staff.
- b) Margaret reported that the Long Term Conditions Alliance has apparently still not appointed a chief executive, but that rather than continue to wait we should contact them. This was agreed.

11. Next meeting

Wednesday 19th November 2008 at 10.30am in the Glasgow Centre for Inclusive Living.