

Draft minutes of the SAIF meeting held on Wednesday 19th November 2008 at 10.30am in the Glasgow Centre for Inclusive Living

Present

Jean Alcock, Claire Brennan, Grant Carson, Jean Dunlop, Mary Evans, Andy Groves, Margaret Hurcombe, Lucie McAnespie, Nicola Noon, Robert Sneddon and Sandra Wilson

Also present: Susan Burn, Steve Harvey and Joanne Martin (project workers)

In the absence of Ben Forsyth, Jean Dunlop (vice chair) chaired the meeting.

1. Apologies

David Armstrong and Ben Forsyth

2. Minutes of the meeting held on 10th September

Agreed

3. Matters arising

- a) Sandra reported that she now has the user-led pilot project report from the Fife Traumatic Brain Injury Service. It will be discussed by the Standards Working Group.
- b) Steve reported that he is now on the ISO26000 Social Responsibility Standards e-Committee and will be consulted by e-communication – and therefore not needing to attend meetings in London.
- c) Steve reported that Consumer Focus will be paying all expenses by BACS, although at present we have been able to keep the same SAIF claim form. Soon after each member submits an expenses claim the finance department will contact them to request bank account details. The move by Consumer Focus and therefore SAIF to the 3rd floor of 100 Queen Street is now scheduled for 13th February.

Actions

- Letters in July to Nicola Sturgeon MSP and Margaret Mitchell MSP still to be followed up.
- Meeting with Long Term Conditions Alliance still to be arranged.

4. Standards working group

Steve reported and the meeting considered the working group minutes of 23rd October.

- a) Some final changes are being made to the Social Model publication and the working group plan to get it to the Stationery Office in January for publication. Following discussion it was recommended that we:
 - add a list of SAIF publications
 - try to get it into university and college libraries
 - try to get it added to reading lists
 - try to get it reviewed in specialist journals.
- b) Jo outlined her new work plan now that Susan is back, the aim of which is to produce a report which looks at the case for and possible sources of future SAIF funding. The key part of the work will be interviewing a range of agencies. They will be a mix of those with which SAIF has had dealings and those with which we haven't. She requested that some SAIF members form a short term working group with which she could liaise as appropriate. Sandra, Claire, Jean A, Mary, Jean D and Robert volunteered.

Action

- Steve to ask the Stationery Office if they can help with some of the above recommendations.

5. Local Strategies working group

Margaret reported and the meeting considered the working group minutes of 30th September.

- a) The working group have now agreed a training strategy and charging policy and as a consequence are finalising a training programme for 2009 which will be mailed out in January as well as being the subject of an email newsletter. The programme runs from March until November at venues in Aberdeen, Edinburgh and Glasgow and offers:

- full-day raising awareness courses for managers and policy makers
- half-day raising awareness courses for front line staff
- half-day e-communication courses.

6. E-communication working group

Sandra reported and the meeting considered the working group minutes of 6th October.

- a) The contract to develop the new SAIF website was awarded to Jim Byrne. Six agencies tendered and two were interviewed. The successful candidate's tender document and presentation were excellent, and he is one of Scotland's leading authorities on accessible websites and e-communication. The new website should be ready for presentation at the annual review.
- b) The online Standards audit tool remains on hold because of unforeseen circumstances. Susan is trying to get it moving again.
- c) There are difficulties updating the SAIF website at present because of IT problems in Consumer Focus. The IT support team are assuring us that it is a priority for them.
- d) The website statistics continue to be very time consuming to compile and not very trustworthy. The new website brief includes a requirement for an automatic statistics report.
- e) Draft SAIF promotional postcards will be presented for discussion at the annual review.

7. Promotional Strategy

Steve reported that Ben had recently met with the Scottish Helpline for Older People (SHOP) development worker. Ben has concluded that his work on behalf of SAIF helping that organisation get started can probably now be concluded.

8. Project workers report

The meeting considered the written report and project staff highlighted selected issues.

Actions

- Steve to ask Maureen McAllister of the RNIB Employability Project to contact Sandra
- Steve to liaise with Ruth Forrest about the development of the Inclusion Scotland handbook and tell Ruth that Sandra is interested in being consulted.

9. Communication Forum Scotland and Talk For Scotland Toolkit

Steve reported on his discussions with Amanda Bennett who led the work to develop the above toolkit on behalf of the Communication Forum. The toolkit is available online and in DVD. Amanda is interested in developing partnership working with SAIF around communication support/accessible information issues.

Following discussion it was agreed to hold a special meeting in February to explore the potential for partnership working and also the potential for promoting good practice in symbols and signage systems. Dorothy Wilson of Dundee City Council also to be invited to the meeting because she has recently contacted SAIF about the latter issue.

Following the special meeting SAIF will be able to consider next steps at the annual review.

Actions

- Steve to discuss an appropriate date with Amanda Bennett (4th or 11th February), ask her to do a presentation and book GCIL
- Steve to notify all SAIF members and compile an agenda
- Margaret to liaise with Dorothy Wilson and invite her to the meeting.

10. Membership

Steve reported that we have closed applications for SAIF membership after the recent advertisement. We have three vacancies. Four people will be interviewed in early December by Ben and Jean and the successful applicants will be invited to the annual review.

11. Other business

- a) Update AGM on 28th November: Steve to attend, Margaret may attend.

12. Next meeting

- Special SAIF meeting on Wednesday 11th February (see item 9 above)
- Annual Review on Thursday 26th and Friday 27th February in the Marriott Hotel, Edinburgh