

SAIF Local Strategies Working Group

**Draft minutes of the meeting held on Monday 30<sup>th</sup> March at 10am at Glasgow Centre for Inclusive Living (GCIL)**

**Present**

Margaret Hurcombe, Claire Brennan, Bobby Park, Jean Alcock and Susan Burn (minutes)

**Apologies**

Lucie McAnespie, Ben Forsyth and Jean Dunlop

**1. Minutes of the meeting held on 9<sup>th</sup> December 2008**

The minutes were agreed.

**2. Matters arising not on the agenda**

Susan reported that she will be attending the Patient Information Conference in Glasgow on 21<sup>st</sup> April and that SAIF posters will be on display.

**3. Training**

- a) Jean A gave an update on where we are with the training programme. Unfortunately we have had to cancel the Aberdeen courses. Most folk who had booked for Aberdeen have transferred to either Edinburgh or Glasgow. Jean will make sure all delegates know courses have been cancelled. Susan will send out e-newsletter on Wednesday to promote future training dates. Forum members to continue to promote training within their own networks.
- b) In-house training update – Susan reported that plans are well underway to deliver in-house training to NHS Greater Glasgow and Clyde from June 2009 - March 2010. In addition, she and Jean A are meeting with representatives from NHS Health Scotland tomorrow to discuss some training for them. Interest has also been shown from the Long Term Conditions Alliance Scotland. Susan will follow up with all contacts and some new suggested contacts, eg Scottish Disability Equality Forum.
- c) In-house training draft proposal – the group considered the 2 papers detailing in-house training arrangements for both Raising Awareness and E-communication with suggested costs. These papers were both agreed with some small changes. Now that we have these

papers in place, Susan will mail them out to NHS boards to follow up with the Making NHS Information Accessible fliers sent out last year and look at cost of having these printed.

The group discussed getting more trainers on board to increase our capacity. It was agreed we should wait to see how the first batch of in-house training goes and then discuss further.

- d) Forum members on SAIF training – after some discussion it was decided that if we have enough bookings for our courses, but not maximum numbers, then 2 places would be available to forum members on a first come first served basis. We will put this recommendation to the forum on 22<sup>nd</sup> April for approval.

**Action**

- Susan to send out training e-newsletter
- Susan to follow up in-house training contacts and NHS boards
- Proposal regarding forum members attending SAIF training to go to forum

**4. Annual Review/Special Meeting feedback**

The group ran through the items on the 2009 work plan. Items 5 and 6 need to be discussed by SAIF project staff and confirmed at next forum meeting.

Susan had spoken to Emma Whitelock at LEAD (Linking Education and Disability), about working together on producing easy-read guidance. She will contact Emma and ask her to meet with Margaret in the first instance. Margaret will have feedback for the next working group meeting.

**Action**

- Susan to contact Emma Whitelock at LEAD

**5. Any other business**

Bobby asked if SAIF would speak at a Glasgow Access Panel meeting.

**Action**

- Susan to contact Charlie Murphy at Glasgow Access Panel

## **6. Date of next meeting**

The dates for the next 2 meetings have been set as Wednesday 3<sup>rd</sup> June at 10am at GCIL and Wednesday 5<sup>th</sup> August at 10am at GCIL. One of these may be changed to an Edinburgh venue.