

SAIF Local Strategies Working Group

Draft minutes of the meeting held on Tuesday 9th December 2008 at 2.30pm at Consumer Focus Scotland

Present

Jean Dunlop, Jean Alcock and Susan Burn (minutes)

Apologies

Margaret Hurcombe, Claire Brennan, Lucie McAnespie, Ben Forsyth and David Armstrong

1. Minutes of the meeting held on 30th September

The minutes were agreed.

2. Matters arising not on the agenda

The suggestion of creating a database of trainers will be looked at again when we review the success of next year's training programme.

3. Training

Jean A gave an update on where we are with the training programme. We have now booked all venues except one and completed a draft programme and booking form. This will be finalised and sent to the printers next week and will be mailed out at the beginning of January. Susan will organise email reminders for each course 6 weeks before the course date.

Jean A had also met with Mark Duman president of the Patient Information Forum (PiF) to talk about training. PiF will be running a conference in Scotland in April which SAIF may attend.

Susan had met with NHS Health Scotland to discuss in-house training. This is in the pipeline for next year.

Action

- Susan and Jean A to finalise training programme and get to printers next week

4. Work plan progress

The group reviewed the work plan and agreed that we were meeting the targets. Once the training programme for 2009 has been completed

we will review our training strategy, including looking at training for trainers.

A meeting has been arranged for 11th February 2009 at the Glasgow Centre for Inclusive Living to allow a full discussion on creating more consistent symbols on signs and publications. Amanda Bennett from the Communication Forum Scotland will attend and we will invite the contact person from Dundee City Council.

5. Any other business

There was no other business.

6. Date of next meeting

The next meeting will be arranged at the annual review in February.