

SAIF Local Strategies Working Group

Draft minutes of the meeting held on Friday 22nd August 2008 at 10.30am at FAIR

Present

Lucie McAnespie, Jean Alcock, Margaret Hurcombe, Joanne Martin and Ben Forsyth

Apologies

Claire Brennan

1. Minutes of meeting held on 5th June 2008

There were no corrections.

2. Matters arising not on the agenda

It was agreed that an abbreviated minute from the meeting on the 5th June will go on the SAIF website.

3. Training

Draft charging policy

Amendments were made; the policy was used to check if SAIF costs were covered for the E-communication courses. These courses were charged at £75 per half day and SAIF did manage to recoup the costs of delivery.

It was agreed that the charging policy should be reviewed on an annual basis.

Training for 2009 (Agenda item for the next meeting)

It was agreed that a calendar of training will be developed for 2009. A programme detailing all the training will be published with the cost built into all training courses and seminars. Thereafter, individual course information will be printed on paper.

Action

- Jo and Jean will work out a standard estimate for the delivery of training which can be used across the year (using the Riverside, a minimum number and maximum number of delegates for a full day and a half day).

Draft promotional policy

Additions made to the draft promotional policy include:

- ensuring that the right information is contained in the ebulletin subject line
- issuing separate 'training' e-bulletins
- obtaining promotional information using evaluation forms
- with consent, photographs could be added to promotional material and the SAIF training website page

It was suggested that SAIF commission a contacts database of training managers in Community Health and Care Partnerships and Planning Partnerships. To be discussed at the Forum.

Action

- A draft promotional policy will be pulled together for the next meeting
- Working group members will discuss commissioning work for a database at the next Forum meeting

Training for Trainers

The development of a brief should take a couple of days. SAIF staff could pull together existing material which would contribute to a resource pack.

Action

- Jo will start to pull together information which could be used in the resource pack.

NHS Making information accessible

Two health boards have expressed an interest in taking forward a series of SAIF Raising Awareness Workshops. Further discussion is taking place between NHS senior staff to obtain agreement.

E-communication: Accessibility in practice

These courses went extremely well and a meeting has been arranged to start to develop a programme to deliver the training in the north of Scotland.

Jean suggested that there was a need for a specific course aimed at learning disability organisations which produce PDFs.

4. Accessible information within Local Authorities and Health Boards

This report is on the SAIF website. It has also been sent to all Local Authorities and Health Boards in Scotland. A reply received from Lothian NHS Board Chief Executive states that they will ensure that the recommendations are taken forward as appropriate. Copies of the report have also been sent to a wide range of disability related organisations, the Scottish Government and Parliament.

5. Any other business

There was no other business.

6. Next meeting

The next meeting will take place on Tuesday 30th September at 2.30pm in the Council Room at the Scottish Consumer Council.