

SAIF Standards Working Group

**Draft minutes of the meeting held on Thursday 23rd October 2008
at 2pm at Consumer Focus Scotland**

Present:

Grant Carson (chair), Mary Evans and Charlie MacIntyre
Also present: Steve Harvey (project worker)

1. Apologies

Jean Dunlop, Sandra Wilson and Carolyn Wyper

2. Minutes of meeting held on 10th July

Agreed

3. Matters arising

The meeting considered the action points. There were none which would not be dealt with under other agenda items.

4. Social model publication

The meeting considered the most recent draft which Steve had sent out for discussion.

Steve reported that he had got permission from Circles Network to use their graphics and similarly Grant had got permission from the Lothian Centre for Integrated Living to use the Equality Matters graphics.

Steve reported on his meeting with Ron Wilson of the Stationery Office:

- The Stationery Office offer distribution through all bookshops, libraries and website outlets, and in addition would target specific sectors of our choosing such as education, students, government, health etc. At this stage Ron could not be sure how many bookshops would take copies but in any case would expect to do most business on-line.

- He suggested that we consider using the larger normal paperback size of 216mm X 135mm, because we are using a large print size, and that we have a cover price of £1.50 or £2.00.
- Retailers usually pay about 30% less than the cover price. The Stationery Office then take 30% of the remainder on all sales and SAIF get 70%. These percentages are negotiable.

We would of course want to send out free copies to everyone on our database in order to promote the publication and the issue, and this would also need to be accommodated within the contract with the Stationery Office.

The meeting agreed that unless any unforeseen obstacle arises we will proceed with publishing and distributing through the Stationery Office. It may help us to reach new audiences and we may recoup some costs. These were potential benefits whilst on the other hand there seemed to be no downside.

Steve reported that he had got a competitive estimate for producing the publication in BSL on DVD, but it was agreed that due to budget restraints that would need to wait for now but could be reconsidered if there was demand.

Actions

- Steve to make agreed amendments to text, page order and graphics
- Steve and Grant to meet on 5th November to add references and further reading/information
- Final draft to be emailed to group members
- Mary to give the final draft one last proof read
- Steve to proceed to a deal with the Stationery Office and keep the working group informed.

5. Research of mainstream quality assurance systems

Steve presented the progress report from Joanne which outlined how far she had got in following up on the consultant's research. That work is now being passed to Steve, who also distributed a list of all the quality assurance systems listed by the consultant.

Action

- Steve to continue to follow up on PQASSO, the CAS Standards and ISO 26000, and identify other quality assurance systems to approach.

6. User-led reviews – pilot projects

Sandra now has a report of the pilot carried out by Fife Traumatic Brain Injury Service which we can discuss at the next meeting.

7. Standards questionnaire

Joanne will now send out the questionnaire as part of her work in evaluating the progress of SAIF and identifying potential new areas of work and funding opportunities.

8. Easy-to-understand A5 booklet

Booklets sent out with our A3 poster and 5 A4 posters to the 800 contacts on our database. Orders for more copies have begun to come in.

Update on 12th November: about 400 further copies of the booklet have been ordered by about 10 organisations.

9. Next meeting

Thursday 29th January at 11.30am at Consumer Focus Scotland.