

SAIF Standards Working Group

Draft minutes of the meeting held on Wednesday 30th January 2008 at 10.30am in the SCC

Present:

Mary Evans, Sandra Wilson, John Whitfield and Charlie MacIntyre
Also present: Steve Harvey (project worker), Roseline Doyle and Michelle Bennett (DeafBlind Scotland support workers)

New member:

Members welcomed Charlie MacIntyre of DeafBlind Scotland to the meeting for the first time. Charlie agreed to replace John on the working group. Members thanked John for his significant input into the work of the group over the last two years.

Steve agreed to produce working group materials for Charlie in 18pt text wherever possible.

1. Apologies

Jean Dunlop, Grant Carson, Marilyn Slavin and Carolyn Wyper

2. Minutes of meeting held on 24th October

Agreed

3. Matters arising

The meeting considered the action points in the minutes, all of which had been acted upon and/or would be dealt with under an agenda item.

4. SAIF Standards

Steve reported that demand for the new Standards has outstripped expectation and previous demand. We have less than 100 hard copies left and will need to print more if our funding bid is successful.

5. User-Led Reviews – pilot projects

Sandra reported that she was meeting with the Fife Traumatic Brain Injury Service to discuss the possibility of them carrying out a review.

Steve reported that Jo met with Derek Kelter of Momentum (Dalmarnock) and they are very keen to use the guide for four pieces of work. Jo will continue to liaise with them.

6. A5 Standards booklet

Steve reported that the initial mailing of 800 went out in December. Subsequently orders have come in for about 1800 more so over half of the 5000 printed have gone out already. In addition about 80 of the 200 BSL DVDs will be sent out shortly. There has also been high demand for other formats. Records of orders are being kept.

It was agreed that we should attempt to collate any feedback in order that it can be taken into account in production of a revised edition.

7. Social Model of Disability publication

Mary reported that she has received some amendments from Grant and done some work on the language, but is not certain of how up-to-date the version is that she is working on. Steve agreed to provide her with the latest draft that he has.

8. Standards Questionnaire

Steve presented the final draft and it was agreed. Sandra suggested that the electronic version should incorporate square bracket boxes for the yes or no answers and this was agreed.

9. Easy-to-understand A5 booklet

Members considered the new draft with new graphics produced by Michael Evans. It was welcomed and agreed as more contemporary than the previous draft which was very much based on the 2000 edition. Some amendments were agreed, some which Steve could make to the text and others which Mary agreed to ask Michael to incorporate into the graphics.

10. Research of mainstream quality assurance systems

Steve reported that he and Jo had given the consultants a little longer to complete their work because the Christmas period had meant that their survey had not been responded to as quickly as it would otherwise have been. There was also some additional information which SAIF wanted and which was in the original brief. Steve was meeting the consultant tomorrow and would ask for the work to be completed within two weeks.

11. Updating of on-line Standards

12. Other business

13. Next meeting

5th March at 10.30am in the SCC