

SAIF Local Strategies Working Group

**Draft minutes of the meeting held on Tuesday 9<sup>th</sup> February 2010 at 10.00am at Glasgow Centre for Inclusive Living (GCIL)**

**Present**

Margaret Hurcombe, Bobby Park, Jean Alcock, Ben Forsyth, Lucie McAnespie and Susan Burn (minutes)

**1. Apologies**

Claire Brennan and Jean Dunlop

**2. Minutes of the meeting held on 9<sup>th</sup> December 2009**

The minutes were agreed.

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

- a) Ben reported that he now has a contact person at the Law Society with whom he has spoken and given some SAIF information. He also has a contact on the Legal Aid board and he will keep in contact with both.
- b) Susan has still to email link to demonstration online learning site to group.

**Action**

- Susan to email link to online learning site

**4. Training**

- a) In-house flyer

It was agreed that the in-house flyer could now be printed and distributed and also put on our website.

- b) In-house costs

There were a few suggested changes to the in-house training costs paper, including removing the cost of the training packs. It was agreed that a master copy (paper version) of the training pack will be given to the host organisation to make up their own packs. The amount of hours for administering a course will also change to 3 and

5 respectively for one and two courses. Susan will make these changes and send the paper back out for agreement.

c) Proposal for outsourcing administration of training packs

After some discussion, it was agreed that Susan would send this paper to 2 organisations, such as GCIL and Wellbeing Initiative, to get contact details and quotes.

d) Training Review Paper

The group noted the figures and evaluations in the paper and agreed the recommendations.

We will set a date for Raising Awareness training for SAIF members at the annual review. This will also be an opportunity to find out how many SAIF members would be interested in carrying out training so we can begin to prepare for this during this year.

**Action**

- In-house training flyer to be printed and distributed – Susan
- Agreed changes to be made to in-house costs and paper sent back out – Susan
- Proposal for outsourcing administration of training packs to be sent to 2 organisations – Susan
- Set a date for Raising Awareness training at annual review - Margaret
- Find out which SAIF members interested in being trainers - Margaret

**5. Easy read guidance**

Jean A and Margaret had worked on a draft document which the group considered. We then spent some time going through the document and noting amendments.

It was agreed that the useful organisations list would only include those with a Scotland-wide remit, while advising that there may also be local organisations.

**Action**

- Margaret to redraft guidance with agreed changes and email to Susan by 21<sup>st</sup> February

- Lucie will email details of Making Written Information Easier to Understand to Susan
- Jean A will email contact details of useful organisations to Susan
- Susan will pull paper together to be handed out at the annual review for information only

## **6. Work plan 2009**

This has already been updated with outcomes for the annual report.

## **7. Work plan 2010**

This was agreed.

## **8. Any other business**

There was a brief discussion around the structures of the working groups and whether local strategies should continue as it is. It was agreed that it should.

## **9. Date of next meeting**

The next meeting will be on **Wednesday 21<sup>st</sup> April at 10.30am** at the Glasgow Centre for Inclusive Living.