

Scottish Accessible Information Forum

Draft minutes of the 51st SAIF meeting held on Wednesday 29th March 2006 at the Glasgow Centre for Inclusive Living

Present

Nicola Noon, Ben Forsyth, Jean Dunlop, Lionel Long, Jean Alcock, Mike McCarron, Marie Burns and Andy Groves

Also present: Susan Burn (minutes) and Steve Harvey, project workers

1. Apologies

Margaret Hurcombe, Sandra Wilson, Marilyn Slavin, Lucie McKenzie and Grant Carson

2. Minutes of the previous meeting, the annual review, held on 16th and 17th February 2006

Agreed

3. Matters arising

- We ran through the action points which would not be covered on the agenda.
- Steve reported that he had given a presentation to the Scottish Consumer Council board meeting in March at which he had formally thanked them for their support.

Actions remaining

- Letter of thanks still to be sent to Donald Anderson
- Susan to email biographies to SAIF members
- Grant to look at housing legislation re: any issues for SAIF
- Ben to draft response to welfare reform consultation
- Accessibility of consultations to be discussed at SAIF meeting when Marilyn is present
- Steve to convene meeting of future funding group
- Mike to send Steve copy of health and housing standards
- Marie to send contact name for GAIN, Andy to find out if there is a similar network in Edinburgh
- Jackie Killeen is the contact person at the Big Lottery
- Steve to follow up contact with Office for Disability Issues.

4. SAIF work plans 2006

The forum considered the work plans for 2006, as discussed at the annual review. Steve ran through the main changes. It was acknowledged that the work plans for 2006 were again hefty and that the working groups would need to prioritise their actions. We will give an update of how they are progressing at the October meeting. The report, which is the document that guides our work for the next year, was agreed.

5. Election of SAIF chairperson

As announced at the annual review, after 9 years Mike McCarron stood down as chairperson of SAIF. He expressed his thanks to the forum and in particular to Jean Dunlop, vice-chairperson, for their support over the years. Steve thanked Mike for his support both to staff and the forum and for his hard work and dedication to SAIF.

There were 2 nominations for Ben Forsyth to take the chair, from Jean Alcock and Margaret Hurcombe. Jean Dunlop seconded Ben's nomination and Ben Forsyth was elected unopposed to be the new chairperson of SAIF with immediate effect. Ben then chaired the remainder of the meeting.

6. Standards Working Group

- a) Steve reported back on the last meeting on 9th March, minutes of which are still to be circulated. The rewrite of the Standards is proceeding and the group is happy with the way it is going. Nicola reported that they should have a draft to present at the next working group meeting at the beginning of May. Following the rewrite of the Standards, the other work, such as the rewrite of the A5 booklet and the questionnaire can commence.
- b) Steve will set up a meeting with Mike, Grant and Marilyn in the near future to look at user-led reviews.
- c) The electronic audit tool of the Standards checklist is being researched. Initial response is that a version on CD, as we had first suggested, is not the accessible way to go and an on-line version would be better. Susan will report back to the next meeting.

- d) The Formats Resource will be delivered within the next 2 weeks. There will be a searchable, on-line version on the UPDATE website, with a link to this from the SAIF website.

Action

- Steve to set up user-led review meeting
- Susan to continue researching electronic audit tool
- Susan to put link from SAIF website to formats resource on the UPDATE website

7. Local strategies working group

The group considered the minutes of the last 2 working groups. Jean Alcock reported on the success of the Beyond the Ramp seminar, which was held on 1st March, and the plans for Beyond the Ramp 2 and Information Explosion! A summary and evaluation of Beyond the Ramp can be downloaded from the website and has also been sent out to the delegates.

The forum thanked Jean for her hard work in organising these events.

There was some discussion around particular points in the feedback, including sharing good practice and SAIF's role in this. Lionel also felt that UPDATE could have an important part to play in this. This may mean visiting local authorities individually with Steve/Susan explaining the strategy and Lionel explaining how it can be implemented and how UPDATE can help. We will think about this further after the next seminar and training days.

Action

- Look at SAIF/UPDATE's role after next seminar and training days

8. Ecommunication working group

The group considered the minutes from the last meeting on 13th March. Marie explained that most of the last meeting was taken up with detailed discussion on the text of Making Websites Accessible and that several agenda items have been carried over to the next meeting. However, one issue, which this group wanted to raise with the forum, was the choice of language used in this and all SAIF publications. For example, we have used learning disabilities rather than learning difficulties but wanted the forum to have a consensus on which we use and why. It was agreed to

look at the DRC's guidance on choice of language and bring this to the next meeting. Whatever we decide, we need to acknowledge the reason for this and be consistent throughout our publications.

Action

- Susan to circulate DRC guidance

9. Promotional strategy working group

Ben is working on a response to the welfare reform paper. He has received comments from forum members and has written a summary. Ben will email this summary to Steve. He will continue to work on a response from SAIF. The deadline is 21st April 2006.

There was a discussion around SAIF's remit within this consultation and the merit in formulating a response from several organisations. Grant had emailed Ben information on organisations already doing this, such as Inclusion Scotland and Glasgow Centre for Inclusive Living. Several people were interested in receiving a copy of this. Susan will arrange to email Grant's correspondence to the group.

Action

- Ben to email summary to Steve
- Ben to respond to consultation on behalf of SAIF
- Susan to email Grant's correspondence to forum

10. Project workers report

Nothing further to report. Marie thanked Steve for his excellent work on the revised work plans for 2006. There is a monitoring report due at the Scottish Executive by 31st March, on which Steve is working.

11. Working group membership

This item was raised to allow members not at the annual review to join or leave a working group. The only change from those listed in the work plan is that Lionel will no longer be an active member of the Standards working group, but will remain on the mailing list for the group. Lionel will continue as a member of the local strategies group, where his input is more pertinent.

12. Venues for future SAIF meetings

The next two meetings for the forum are provisionally booked for the CILIG, as UPDATE was not available on either date. However, it was felt that one of the meetings should be in Edinburgh. Lionel will phone Steve to look at booking UPDATE for the October meeting, currently set for 25th October although members agreed the date could be changed and it didn't have to be a Wednesday. If UPDATE is not available Steve will contact Andy to look at using Norton Park.

Action

- Lionel to liase with Steve over room booking

13. Other business

Email correspondence should be copied to both Susan and Steve, where appropriate.

14. Next meeting

The next meeting will be on Wednesday 21st June 2006 at 10.30am at the Glasgow Centre for Inclusive Living in Brook Street, Glasgow.