

Scottish Accessible Information Forum

Draft minutes of the fifty-third SAIF meeting held on Thursday 26th October 2006 at UPDATE

Present

Ben Forsyth (chair), Jean Alcock, Lionel Long, Nicola Noon, Jean Dunlop and Sandra Wilson

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

1. Apologies

Marie Burns, Andy Groves, Margaret Hurcombe, Mike McCarron, Marilyn Slavin, Sheila Williams and Carolyn Wyper

2. Minutes of previous meeting

Agreed

3. Matters arising

The meeting considered the action points in the minutes which would not be covered elsewhere on the agenda:

- a) Steve reported that we are not contacting the Edinburgh Advice and Information Network for the time being.
- b) Lionel had done some research into available guidance on the Disability Discrimination Act. There are plenty of guides on UPDATE's database so it was agreed it is not something SAIF needs to be doing. Lionel stated there was no record of anything written in an accessible format but it was agreed that an easy-to-read publication should be developed by a specialist organisation such as Common Knowledge, FAIR or the Scottish Consortium for Learning Disability. We agreed to revisit this issue at a future meeting.
- c) It was agreed that training on making websites accessible is currently being done by others, most notably UPDATE.

Action

- Reconsider guide to DDA at a future meeting

4. Standards Working Group

The meeting considered the minutes of the working group on 13th September and the short-term working group on user-led service reviews on 6th September.

- a) Because of higher than expected demand all our hard copies of the Guide to User-Led Service Reviews have been distributed. It is also being downloaded frequently from the website. The short-term working group agreed to revise and reprint the publication and made some recommendations about content and accessibility. It has been revised, renamed as Guide to User-led Reviews and a first draft circulated for comments. In addition it was agreed we will run two pilot projects, through Marilyn and Margaret, with the report from the pilot projects written up and published. We will then consider a training programme on user-led reviews.
- b) The inadequate door entry system at the Scottish Consumer Council (SCC) was raised at the Standards meeting. As a result project staff arranged for an architect from the Register of Access Consultants to visit the building and produce a report. The SCC are funding the process and on receipt of the report will seek discussions with the landlord.
- c) The Standards rewrite is almost complete. Susan and Steve will complete the rewrite and format it. The language and layout are much improved and our thanks go to Mary and Nicola for all their good work on this. We will get a new foreword from the Scottish Executive. The accompanying CD and website versions will follow in due course.
- d) Once the above is complete the A5 Standards booklet will be revised and reprinted.
- e) A questionnaire is drafted to go out with the revised Standards.

Action

- Complete rewrite and formatting of the SAIF Standards
- Produce electronic audit tool on CD and website version
- Revise and reprint *Guide to User-Led Service Reviews*

5. Local Strategies Working Group

The meeting considered the working group minutes of 27th June, 23rd August and the short-term working group on training for the education sector of 4th October and Jean reported:

- a) The Information Explosion training events in August and September were fully booked so the group decided to run an additional day on 9th November. This is now fully booked with 21 delegates. In addition, we are running an in-house training event on 21st November for a voluntary organisation.
- b) The short-term working group met to consider running an event targeting the education sector, in particular secondary schools. We have a provisional date set for Thursday 15th March 2007 at the River House Conference Centre in Stirling.
- c) Susan has done the first six month follow up for delegates, the intention being to identify what developments there have been as a result of attending SAIF training. She will report back to the working group.
- d) On completion of the Information Explosion training we will produce a report for the Scottish Executive about Beyond The Ramp and Information Explosion.
- e) The questionnaires to local authorities and health boards have had about a 50% return. Susan will summarise responses for a future meeting of the working group.

Action

- Susan to summarise questionnaire responses
- Continue with 6 month follow up
- Draft report for the Scottish Executive

6. E-communication working group

The meeting considered the working group minutes of 7th August 2006 and 11 September 2006 and Susan reported:

- a) *Making E-communication Accessible* is now at the printers.
- b) Marie Burns has stepped down as Chairperson and Sandra Wilson will assume the role from the next meeting.
- c) Susan suggested that the working group needs more members. Nicola volunteered.
- d) An accessibility statement has been drafted for the website and will be circulated to group for comments.
- e) We will now look at implementing on our own website everything which is in *Making E-communication Accessible*. The working group will look into this, including the cost implications.

Action

- Put accessibility statement on the website
- Implement all guidance in *Making E-communication Accessible* on the SAIF website

7. Promotional Strategies

- a) The group looked at the issue of national organisations who use UPDATE. Lionel reported that around 19 of UPDATE's members are national organisations and the figure continues to rise. There has been interest from a number of organisations that attended the Beyond The Ramp and Information Explosion events. Work continues with others that are not members of UPDATE.
- b) Ben attended a meeting of the Department of Work and Pensions (DWP) Scottish Forum on 10th October 2006. He will circulate the minutes with his comments.
- c) Ben is also attending a Holyrood Events conference on welfare reform on Monday and will report back from this.
- d) Ben will again follow up the Inland Revenue contact, Louise Clayton. Steve has emailed her but got no reply.
- e) Jean A is scheduled to attend a Scottish Qualifications Authority (SQA) event about their disability equality strategy.

Action

- Ben to circulate minutes and comments from DWP meeting and welfare reform conference
- Ben to chase up contact with Inland Revenue

8. Project Workers Report

The meeting considered the written report and the project workers drew attention to matters which required discussion.

- a) Steve ran through the summary of the SAIF objectives which we recently sent to the Scottish Executive. We are currently meeting 34 of the 40 objectives.
- b) Lucie McKenzie resigned from SAIF in July. She is also leaving CAS. She was a SAIF member from the beginning and a letter was sent to her by the chairman thanking her for her valuable contribution. The meeting expressed regret at her resignation.
- c) We have 3 people who have expressed an interest in joining SAIF. Steve/Susan to get back to them and set up times to meet with Jean and Ben for a brief interview.

- d) Ben agreed to be the SAIF representative on the Scottish Helpline for Older People. He will attend their conference on 16th November 2006. Susan/Steve to contact them to let them know.
- e) We had received a letter asking us to join the Scottish Accessible Transport Alliance (SATA). Steve to write to them saying we support them but cannot join.
- f) We have not had replies from everyone regarding attendance at the annual review on the 1st and 2nd March 2007, to be held at the Marriott Hotel in Edinburgh. We need to know numbers so we can book accommodation and meals.
- g) Jean A to chase up contact at East Renfrewshire Council regarding the focus group she attended in October about their Disability Equality Scheme.
- h) The meeting agreed that we will respond to consultations from NHS 24 about their preliminary impact assessments. Details about how we engage in the process will be decided when we get the first request.

Action

- Susan/Steve to set up interviews with prospective new members
- Susan/Steve to contact SHOP
- Steve to write to SATA
- SAIF members to contact Steve/Susan regarding the annual review
- Jean A to contact East Renfrewshire focus group

9. Other business

- a) The SCC is offering to fund two pieces of work for SAIF. Both would be short-term pieces of work with a consultant appointed to carry out each sometime during 2007.
The SCC suggestions are:
 - to do a search of quality assurance systems and recommend which would be useful potential targets for us to attempt to get elements of the SAIF Standards incorporated
 - to contact all 32 local authorities and try to get a clear view of which are implementing an accessible information strategy.

Both suggestions were agreed by the meeting, pending further discussion at the appropriate working groups.

- b) Sandra commented that meetings in Edinburgh seemed to be less well attended than those in Glasgow. It was agreed that the issue of meeting attendances and venues would be discussed at the annual review.

Action

- Working groups to consider short-term pieces of work
- Project staff to draft a brief for each and liaise with the SCC about details
- Meeting venues and attendances to be discussed at the annual review

10. Next meeting

The annual review on Thursday 1st and Friday 2nd March 2007 at the Marriott Hotel in Edinburgh.