

Scottish Accessible Information Forum

Minutes of the 55th SAIF meeting, held on Wednesday 4th April 2007 at the Marriott Hotel in Edinburgh

Present

Ben Forsyth (chair), Jean Alcock, David Armstrong, Claire Brennan, Grant Carson, Mary Evans, Andy Groves, Lionel Long, Lucie McAnespie, Nicola Noon and Sandra Wilson

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

1. Apologies

Jean Dunlop, Margaret Hurcombe and Carolyn Wyper

2. Welcome to new members

Ben welcomed everyone to the meeting, in particular the new members of SAIF David, Claire and Lucie. Forum members introduced themselves.

3. Minutes of the previous meeting, the annual review, held on 1st and 2nd March 2007

Agreed as correct.

4. Matters arising

- a) Ben provided a written and verbal report on the meeting he and Margaret Hurcombe had with Derek Tilstone from the HM Revenue and Customs (HMRC) on 26th March. It was a useful meeting and they would like to treat SAIF as a stakeholder with whom they could consult. If appropriate, a SAIF representative could attend their forum meetings in London. They will get back in touch with us over the next few weeks.
- b) Steve reported that Margaret had been in touch with further information on applying to be advisors to Inland Revenue. SAIF does not fit the criteria so we will not pursue this.
- c) Mary will send information on textic bar to Susan and Steve.

- d) FAIR are still finishing the report on their User-led Reviews pilot process.
- e) Mary will pursue information on copyright law.

Action

- Forum to consider attending HMRC meetings in London
- Mary to send info on textic bar to Susan/Steve
- Mary to pursue info on copyright law

5. Report on the 2007 Work Plan

Steve introduced the report. Each section of the report was then introduced and summarised by a project worker or working group member. The report was accepted and agreed.

Claire noted that the special Health Boards had not been included in the questionnaire about local accessible information strategies. We will include them in any follow up work, e.g. research work for SCC.

6. SAIF Standards

- a) The Standards have now been printed and are in the office ready to be distributed. We are currently awaiting the accompanying DVD in British Sign Language, the double CD and the online checklist.

As a project managed by the SCC we are advised not to send out any publications during the pre-election time (up to 3rd May), therefore distribution of the Standards will be delayed. The idea of a launch event for the Standards was discussed. This would highlight their increased accessibility and the new additions of DVD, CD and on-line versions. Susan and Steve to take this forward with help from Ben, Sandra and Claire where needed.

- b) A brief for research into quality assurance (QA) systems has been submitted to the SCC. Steve/Susan to meet with Trisha/Martyn from SCC to take this forward.

Action

- Susan/Steve to look into launch event
- Steve/Susan to take forward QA research

7. Local strategies

- a) Jean gave feedback on the training during 2006 and in particular the latest Beyond the School Gate event in March 2007. A report on the training has been sent to the Scottish Executive and will be published on our website. A detailed breakdown of costs will be available for the next local strategies working group meeting on 23rd April 2007.
- b) A short-term working group consisting of Jean A, Susan, Carolyn and Sarah Weeden from Health Rights Information Scotland will meet before the next working group meeting to look at a possible training event for the NHS. Claire and Lucie expressed an interest both in joining local strategies and in coming along to this short-term working group meeting. In addition, Jim Byrne will attend the full working group meeting to discuss other training events around e-communication.
- c) The research paper brief on local accessible information strategies in local authorities and health boards has been submitted to the SCC. Susan/Steve will pursue this.
- d) Recommendations from the Disability Working Group and the Equal Opportunities Committee will be discussed when we prepare our next funding application in October.

Action

- Training events report to go on website
- Short-term working group to meet at 10am before next local strategies working group at 11.30am on Monday 23rd April 2007 at SCC
- Susan/Steve to follow up research paper
- Consider recommendations at next funding application

9. E-communication

Sandra ran through the actions from the last working group. There will be a one-off meeting for all forum members on Monday 30th April, led by Jim Byrne, to discuss more fully the future of the SAIF website and its e-communication strategy.

10. Promotional Strategies

- a) Ben reported on his ongoing liaison work on behalf of SAIF with the Department of Work and Pensions (DWP). The meeting with the Inland Revenue had already been discussed.
- b) The research brief on accessible information in England and other European countries has been submitted to the SCC.
Susan/Steve to take this forward with SCC.

Action

- Ben to continue to liaise with DWP and Inland Revenue
- Susan/Steve to take forward research into accessible info in other countries

11. Project Workers Report

There was no written report for this item, instead Steve and Susan gave feedback on other meetings and pieces of work since the annual review.

12. Membership

Steve reported that Sheila Williams and Kim Walker have now resigned from SAIF. With the new members Claire, Lucie and David, and if Mary joins as expected, we will have just one vacancy. We still have one person to interview from our last recruitment process, however we have said this will not be for a while yet. The forum will consider membership as an ongoing issue. Members should notify project staff of anyone they know who has expressed an interest in joining SAIF and would be a suitable applicant.

Working Group Membership:

Claire and Lucie will join the local strategies working group and David will join the e-communication group.

Action

- Write to Sheila and Kim to thank them for their work
- Members to notify project staff of interested people

13. Other business

Steve reminded the forum that we will need to submit a funding application for 2008-2011. This will be discussed at the June forum meeting but working groups should put some thought to the content of this before then.

14. Next meetings

- It was agreed that the venue is suitable for our meetings if one or two small matters could be sorted out, and we should hold SAIF meetings at the Marriott during this year
- **Monday 30th April 2007, 10.30am – 1pm** at the Marriott Hotel, Edinburgh – special meeting about website and e-communication
- **Wednesday 13th June 2007, 10.30am – 1pm** at the Marriott Hotel, Edinburgh – SAIF meeting