

SAIF Local Strategies Working Group

**Draft minutes of the meeting held on Monday 4<sup>th</sup> June 2007 at 10.30am at the Scottish Consumer Council**

**Present**

Jean Alcock, Ben Forsyth, Lucie McAnespie and Susan Burn  
(minutes)

**1. Apologies**

Lionel Long, Jean Dunlop, Claire Brennan, Carolyn Wyper and Margaret Hurcombe

**2. Minutes of meeting held on 23<sup>rd</sup> April 2007**

Agreed

**3. Matters arising**

Susan ran through the action points from the previous meeting. Jim, Eva and Jean A have met to discuss training on e-communication and the sub-group looking at health will meet again on Tuesday 5<sup>th</sup> June.

**Action**

- Speak to Grant about work the Glasgow Centre for Inclusive Living has been doing with Greater Glasgow Health Board
- Contact Voluntary Health Scotland when appropriate
- Consider accreditation for training at a future meeting
- Susan had listed suggestions for development work and cross-referenced to work plan items for other working groups. She will email to the group for comments before the next SAIF meeting on 13<sup>th</sup> June.

**4. Future Training Events**

**a) Health sector**

The first meeting of the sub-group looking at training for the health sector had been held just before the last working group meeting. Feedback had been recorded in the last minutes. The group briefly discussed ideas and contacts within the NHS. The next meeting is on Tuesday 5<sup>th</sup> June 2007. Attending will be Jean A, Lucie, Sarah (Health Rights Information Scotland) and Susan.

## **b) E-communication**

Jean A, Eva and Jim had met on 1<sup>st</sup> June to discuss preliminary ideas for training on making e-communication accessible. Jean handed out a draft brief for this event, including rough costs. The idea is that this will be a seminar aimed at policy makers and senior managers within large public sector bodies. Initial timescale is for November and the venue would be the Radisson Hotel in Argyle Street, Glasgow using their White Room. The first seminar would be on user-centred websites, bringing in other aspects of e-communication. If this goes well there would be scope for other seminars, for example looking at emails.

Susan will summarise specific feedback on e-communication and accessibility from our previous training to ensure we are meeting demand with this seminar. She also felt the training would have to focus on accessibility, in particular in light of the Disability Equality Duty and the Disability Discrimination Act to remain within the remit of SAIF.

The next step is to arrange another meeting with Jean, Eva, Jim and either Susan or Steve.

### **Action**

- Jean to email draft brief of seminar to Susan
- Jean to let Susan/Steve know date of next meeting so one of them can attend
- Susan to summarise feedback from training on e-communication
- Group to discuss other training initiatives at future meeting

## **5. Workplan 2007**

Susan ran through the workplan for 2007 with an eye to future development work for our 2008-2011 funding application.

a) Under item 2, further training, Lucie spoke about some initiatives happening around communication and how we could tie in with them. In particular Communication Forum Scotland (CFS), a new project established to promote civic participation for people with communication impairments. The Project Worker for CFS is Amanda Bennett and Steve has already met with her and agreed that SAIF will be happy to work with them. Lucie is also a member of the Inclusive Communication Network Scotland and will keep us informed of their work and where we can tie in.

b) The working group would like to ensure that targeted training events are included in the 2008-2011 work plan.

c) The group looked briefly at the list of suggested development work which is cross-referenced to the work plans of our other working groups. Lucie suggested that we include working with new partners such as CFS and perhaps look at developing a training programme.

### **Action**

- Susan to update list of development work and email to group for comments

### **6. Other business**

There was no other business.

### **7. Next meeting**

The next meeting will be on **Monday 6<sup>th</sup> August 2007** at **2.30pm** in the council room at the **SCC**.