

SAIF Local Strategies Working Group

Draft minutes of the meeting held on Monday 6th August 2007 at 2.30pm at the Scottish Consumer Council

Present

Jean Alcock, Ben Forsyth, Lucie McAnespie, Margaret Hurcombe
Carolyn Wyper, Susan Burn and Joanne Martin (minutes)

1. Apologies

Jean Dunlop

2. Minutes of meeting held on 4th June 2007

Agreed

3. Matters arising

- a) Agreed to invite David Armstrong to the next meeting to discuss accreditation for training

Action

- Invite David Armstrong to the next meeting
- Agenda for next meeting to include accreditation for training

4. Future Training Events

a) Health sector

The sub-group is making progress and has now agreed to produce a brochure rather than an information pack. The brochure will highlight the benefits of SAIF training and information to both staff and patients. Joanne will produce a draft which will be discussed at the next meeting. Once the brochure has been produced SAIF will meet the Diversity Task Force and Fair for All to discuss the way forward.

The next meeting of the sub-group is on Monday 15th October 2007.

Action

- The development of this brochure needs to be built into the work plan
- Jo to contact the Patient Information Forum

b) E-communication

The proposed seminar is targeted at senior staff; those who will make decisions about website commissioning. The aim is to provide decision makers with enough information to ensure that accessibility is built into their website contract. It is not aimed at technical staff since there are plenty of courses available about the technical aspects of website design and maintenance.

The idea is to make part of the training practical; examples of what it is like for a disabled person to use an in-accessible website would make more of an impact.

There was further discussion about who is being targeted and the content of the course. It was felt that the aim and target audience should be made clearer. Some kind of hook is needed to get people interested.

The group were happy with the indicative costs. However more detail needs to be worked out for the venue and delegate costs and fees for Eva and Jim need to be negotiated with SAIF staff.

The Radisson hotel in Glasgow may be too expensive for our budget. The sensory centre in Falkirk was suggested since it was an accessible venue and all the assistive technology would be in place.

It is hoped that the programme will be completed around mid-September to allow for printing and an event held in November.

Action

- Jean to contact the Sensory Centre in Falkirk

5. Workplan 2007

The following changes were suggested to the work plan:

- a) It was agreed to expand on points 8 and 9 of the 2007 work plan.
- b) For the 2008-2011 development work plan, which ties in with other working groups it was agreed to add in the Scottish Executive and public housing to the partnership section and add on a section called research and publications.

A representative from Communities Scotland attended one of the Information Explosion events, Susan will look this up.

Action

- Susan to find out who it was that attended Information Explosion from Communities Scotland
- Joanne will update the 2007 and the 2008-11 work plans and email these out.

6. Other business

Ben advised that the Scottish Helpline for Older People were holding an Information Project Development strategy day which he would be attending on behalf of SAIF. He will keep us up to date.

Susan asked for volunteers to interview candidates to undertake the three research projects for SAIF. Jean, Margaret and Ben would be interested.

7. Next meeting

The next meeting will be on **Monday 15th October 2007** at **2.30pm** in the council room at the **SCC**.