

SAIF Local Strategies Working Group

**Draft minutes of the meeting held on Monday 15th October 2007
at 2.30pm at the Scottish Consumer Council**

Present

Ben Forsyth, Lucie McAnespie, Margaret Hurcombe and Joanne Martin (minutes)

Apologies

Jean Alcock, Carolyn Wyper, Claire Brennan

1. Minutes of meeting held on 6th August 2007

Agreed

2. Matters arising

Matters arising items were raised under the agenda.

3. SQA Endorsement of training – David Armstrong

David provided some background on SQA endorsement of training.

Endorsement of one/two-day training events would prove costly – initial recognition would cost around £1,200 with subsequent annual audits costing around £800 each. Endorsing each individual event would become difficult to manage and would also require more staff resources (both from the SQA and SAIF). If a package of training events was put together then SAIF would pay once for the whole package. There are different models of training packages which could be used, for example from 10 modules; credit could be given for completion of 7 core modules.

The training is rated within the SQA qualifications structure (probably continuous professional development).

David suggested that whilst endorsement of training could work well for SAIF that this would only be once SAIF had a full training programme in place. Another option is to work with other 'disability' organisations to recognise SAIF training.

Should SAIF wish to pursue endorsement, David suggested contacting a customer account manager to talk through the options.

At present the working group is mulling over ideas and information. David was thanked for his time and presentation of information.

4. Future Training Events

Beyond the Web – Friday 30th November

The Beyond the Web brochure has been printed and distributed to members from the SAIF database; it has been forwarded to Inclusion Scotland for inclusion in their e-newsletter, is available to be downloaded from the SAIF website (in pdf and Word formats) and will be included in the SAIF e-bulletin which will be sent out this week.

Delegates have been requested to return their booking forms by 16th November. Eva, Jean and Jim have arranged to meet on Monday 22nd October to finalise the seminar details.

Action

- Feedback from the seminar to be added to agenda for next the meeting
- A copy of the brochure to be sent to the Scottish Arts Council - Jo
- A list of courses/seminars delivered by SAIF to be produced for the next meeting - Jo

Making NHS information accessible

The draft NHS training/information brochure was discussed at the sub-group meeting and a number of changes suggested.

All members of the sub-group have agreed to review the brochure and return comments to Jo by Monday 19th November. These will be collated and emailed out to the group for discussion at the next sub-group meeting on Tuesday 27th November.

Items from the SAIF Forum meeting:

It was agreed that the Working Group would consider training for user-led reviews once the pilots had been completed.

To date SAIF training charges have been levied to cover costs only. It was felt that keeping costs low also made the events more accessible. However, following the brief discussion which took place at the SAIF Forum meeting it was agreed that SAIF members should discuss its charges for training costs with the Scottish Consumer Council.

Action

- It was agreed that Margaret would receive the revised NHS draft information/training brochure
- Jo to arrange a meeting with Martyn Evans, Margaret and Ben to discuss SAIF charges for training

5. Work plan 2007

There were no comments on the 2007 work plan

6. Work plan 2008-2011

This item is to be added to the agenda for the next meeting (in conjunction with the list of training delivered by SAIF).

Action

- Item to be added to agenda Monday 3rd December

7. Other business

Research: A summary of the main findings was tabled from George Street Research. None of the public bodies have a document in place called a 'Local Accessible Information Strategy'; information about accessible information is embedded in other broader documents (usually the Disability Equality Scheme). SAIF will however be able to obtain a clearer picture of efforts by public bodies to make information accessible and build (if resources allow) on the outcomes of the research.

E-communication Working Group: Making Email accessible poster has been printed and is now also available from the SAIF website – copies distributed to the group.

Standards Working Group: The SAIF publication Information and advice services 'What disabled people should expect and receive' has been updated. It has been suggested that some of this information could be displayed in poster format in waiting areas, clinics etc to highlight the rights of individuals and the responsibilities of service providers.

8. Next meeting

The next meeting will be on **Monday 3rd December 2007 at 2.30pm** in the Council room at the **SCC**.