

SAIF Local Strategies Working Group

Draft minutes of the meeting held on Monday 23rd April at 11.30am at the Scottish Consumer Council

Present

Jean Alcock, Margaret Hurcombe, Ben Forsyth, Jean Dunlop, Carolyn Wyper, Lucie McAnespie, Jim Byrne and Susan Burn (minutes)

1. Apologies

Lionel Long

2. Training on e-communication

The group introduced themselves for the benefit of new members.

Jim had agreed to join us for this meeting to discuss training ideas on Making E-communication Accessible, therefore we took this agenda item first before proceeding with the rest of meeting.

It had been suggested that SAIF run a training event to accompany the new Making E-communication Accessible publication. Jim gave a brief rundown of what he felt could be in this training day. As UPDATE provide some training on practical issues around e-communication and accessibility, SAIF should concentrate on strategy.

Ideas included:

- producing tender documents,
- choosing a web developer,
- the Disability Discrimination Act (DDA) and web accessibility,
- in-house policies,
- PAS 78,
- WCAG (Web Content Accessibility Guidelines).

There was some discussion around each of these topics being a course in itself and who the target group would be.

It was agreed that Jim, Eva and Jean A would meet to discuss this further and come back to the group with a proposal for training which would include costing. They will meet on 1st May to discuss this. Jim then left the meeting.

Action

- Jim, Eva and Jean A to meet to discuss training

3. Minutes of meeting held on 12th February 2007

Agreed

4. Matters arising

Susan ran through the action points from the previous meeting. Steve had spoken with someone at the Scottish Parliament regarding the recommendations from the Equal Opportunities Committee. Susan will email the links to the Executive's response to each recommendation to the group. Margaret suggested that we keep these recommendations in mind for the future.

Action

- Susan to email links to Equal Opps committee responses to group - see responses to recommendations 133,135 and 139 on pages 44-46, (CTRL and click to follow link below)

www.scottish.parliament.uk/business/committees/equal/reports.htm

5. Report on training events

a) A copy of the summary report of our training events (excluding Beyond the School Gate) had been circulated to the group. This report was sent to the Scottish Executive with our last monitoring report and a slightly abbreviated version published on our website. An e-mail bulletin was also sent to all delegates to let them know the report was now available on our website.

b) A summary of costs for all our training had been circulated to the group. Overall we have made a small profit from this training which we have been able to use for other initiatives, for example the Standards, but some courses made a loss. We are now in a better position to cost properly and charge appropriately for future training events.

c) Margaret again thanked Jean A on behalf of SAIF for the huge success of all the training events and her hard work and commitment to making them happen.

6. Beyond the School Gate

Jean A reported that 32 delegates had attended this event on the 15th March. Overall it had been another success, however there were some things we would do differently in the future, for example the action plan in the afternoon would have been more effective if done earlier in the day. More presence from SAIF members would also have helped as the bulk of representing SAIF on the day fell to Jean A. Our thanks to Jean D for attending and speaking at short notice.

We felt we would not run this course again, however could possibly target further education next year and would discuss primary education again in the future.

Action

- Susan to email summary report from the day to group
- Group to discuss other initiatives at future meeting

6. Future training events

a) We had covered training on e-communication at the start of the meeting and now got feedback on the short-term working group looking at the health sector from Jean and Carolyn. This initial meeting had been to brainstorm ideas around a training event specifically for the health sector. We now have a starting point for our next meeting on the 5th June.

b) Jean D suggested that we speak to Grant, as Glasgow Centre for Inclusive Living has been doing some work with Greater Glasgow Health Board. Jean A will discuss with Maureen next time they meet.

c) Margaret suggested contacting Voluntary Health Scotland when we do have an event to promote so they can advertise through their network.

d) There was discussion around accreditation for attending any SAIF course. We do issue a certificate for the Information Explosion courses. Certificates can be used as evidence of continued professional development. We will discuss this further at a future meeting.

Action

- Sub-group for health meeting again on Tuesday 5th June at 10am in the council room – Jean A, Carolyn, Sarah Weeden (HRIS), Lucie and Susan
- Jean A to talk to GCIL about their work
- Contact Voluntary Health Scotland when appropriate
- Consider accreditation at future meeting

7. Questionnaires to local authorities and health boards

A summary report of responses was sent to the Scottish Executive with the last monitoring report. This item can now be taken off the agenda.

8. Workplan 2007

Margaret ran through the points in the workplan. Some further areas of discussion included the following:

- ensure increased use of the SAIF website and www.beyondtheramp.org are included in the 2008-2011 funding application,
- develop marketing plan for training,
- concentrate on health as a crucial area for SAIF - recognise what we can do ourselves but also who our key partners are,
- work with the new equalities body,
- consider training around the Standards.

Carolyn talked about the need to promote SAIF more within the NHS through other methods as well as training events. Some staff will not get released for training so we need to look at other ways of raising our profile. For example, we should aim to have a link to SAIF's website from all NHS websites. The target to increase links to our site and to develop a marketing strategy ties in with the objectives of the e-communication working group.

Margaret suggested we think about areas of work we might want to do over the next 3 years, for example Jean D's suggestion of working with hospitals to look at the information they distribute. Susan will make a list of suggestions so far and how they link with other working group objectives for the next meeting. There may be areas which will need extra funding.

Carolyn mentioned that the new chairperson of the diversity taskforce at the Scottish Executive is her Chief Executive at NHS Ayrshire and Arran. She will email her contact details to Susan and also details of other folk to whom she would like information sent.

Action

- Susan to list suggestions for development work
- Carolyn to email contact details to Susan

9. Other business

The group asked about plans for staff cover. Susan will discuss with Martyn and Steve.

10. Next meeting

The next meeting will be on **Monday 4th June at 10.30am** in the **small meeting room** at the **SCC**.