SAIF Standards Working Group

Draft minutes of the meeting held on Friday 10th August at 10.30am in the SCC.

Present
Grant Carson (chair), Mary Evans, Sandra Wilson and John Whitfield
Also present: Steve Harvey and Joanne Martin (project workers)

1. Apologies
Jean Dunlop and Carolyn Wyper

2. Minutes of the meeting held on 22nd June
Agreed

3. Matters arising
The meeting considered the action points, all of which had been acted upon and/or would be dealt with under an agenda item.

4. SAIF Standards
Project staff reported that the BSL DVDs have now been delivered to us and sent out to the people and organisations who have ordered copies. About 50 will be sent out next week via Nicola at the Scottish Council on Deafness. The promotional BSL web clip will be installed today. The printed Standards, the interactive double CD, the BSL DVD and all the other formats have now been produced and sent out to everyone on our database and others who have ordered to date.

Action
- ❑ Project staff to liaise with the SCC press officer about possible press coverage for the Standards.

5. User - Led Reviews
The meeting considered the report from Margaret of the pilot carried out by FAIR and agreed it is an excellent report which is very useful to us. The exercise also seems to have been helpful to FAIR, and the SAIF guide proved helpful to them in conducting the review exercise.

The following initial steps were agreed:

Action
Project staff to:
- ❑ Email Margaret to thank her for the work and the report.
- ❑ Ask Margaret to do a presentation about the pilot to a SAIF meeting.
- ❑ Ask at the next SAIF meeting if anyone else can arrange a similar exercise, two more pilots would be ideal.
- ❑ Put the report onto our website and into our next email newsletter and encourage other organisations to carry out user-led reviews.
- ❑ Ask the Local Strategies working group to consider the issue for a training event, although more pilots may be needed.

6. A5 Standards booklet
The latest draft was considered and a few amendments agreed. Steve reported that the quote for a BSL version and 200 copies is just under £2000. The best quote for the booklet to be translated into the nine target languages identified by HRIS is also about £2000, this is a calculation based on the number of words and the rate for each language per 1000 words.

It was agreed that we cannot go ahead with the translations at this stage or offer the booklet in other languages on request because we do not have the budget for it, and the BSL version is our priority. However, it was agreed we should record requests and if appropriate review this decision in the future. In the meantime Jo agreed to research websites which offer free translations and explore the potential for us to put links to them from our website.

Action
- ❑ Proceed with printing the booklet.
- ❑ Go ahead with the BSL DVD and the usual other formats.
- ❑ Discuss the issue of translations and the above decision at the next SAIF meeting.
- ❑ Jo to explore websites offering free translations and the potential for links from our website.

7. Social model of disability publication

No progress on this issue since the last meeting.

Action

- ❑ Grant to incorporate suggested amendments and forward to Mary.
- ❑ Mary to improve accessibility of the language.

8. Standards questionnaire

For discussion at the next meeting, due to be sent out in October/November.

Action

- ❑ Final draft of questionnaire to be sent out for discussion and approval at the next meeting.

9. Easy-To-Understand A5 booklet

Agreed we need to revise and update this booklet before reprinting. Budget constraints may mean we cannot reprint until 2008.

Action

- ❑ Current booklet to be emailed to members for discussion at the next meeting.

10. Research of mainstream quality assurance systems

Steve reported that four consultants are expected to bid for the research of mainstream quality assurance systems to identify which would be most suitable for the incorporation of SAIF Standards. The deadline for proposals is Friday 17th August. Two other research projects are to be carried out at the same time, looking at the progress of local authorities in implementing local information strategies and at how accessible information is being promoted in England and other selected European countries. A sub-group consisting of SAIF members and staff will be responsible for selection using evaluation criteria and supervision to ensure effective delivery and value for money. This work is being funded by the SCC.

Action

- ❑ Steve to collate the proposals when they come in and send to the sub-group members.

- ❑ The research projects to proceed as soon as possible.

11. Plan for updating the on-line Standards

See the minute of the last meeting.

Action

- ❑ To be considered in November/December and any updates to be collated on a separate page on the website.

12. Development plan objectives for 2008-2011

Steve suggested twelve possible targets for inclusion in the Standards development plan which will form part of our funding application to the Scottish Executive to be submitted by October 1st.

Whilst none of the targets were considered inappropriate, the meeting agreed definite inclusions and priorities.

Action

- ❑ Agreed priority targets to be included in the development plan.

13. Other business

Grant informed the meeting that there is currently a consultation being carried out by the Westminster government which could lead to the weakening of the Disability Equality Duty. Grant suggested that it is important that as many individuals and organisations as possible respond and oppose any diluting of the legislation.

Action

- ❑ Grant to email the consultation documents to project staff for distribution to SAIF members.

14. Next meeting

Wednesday 24th October at 10.30am
in the Centre for Inclusive Living in Glasgow.

Action

- ❑ Grant to book room in CILIG