

**CARE AND REPAIR SCOTLAND**  
**MINUTES OF BOARD MEETING HELD ON FRIDAY 30 NOVEMBER 2012**  
**AT EVH, 137 SAUCHIEHALL STREET, GLASGOW, G2 3EW**

**Present:** David Belfall, Chair  
Richard Grant, Vice Chair  
Gerry Power, NHS  
Stewart Wilson, Region 1  
Judith Leslie, Region 2  
Kay Hutcheson, Age Scotland  
  
Robert Thomson, National Director

**1. Welcome and Apologies**

David welcomed those attending. Apologies were received from Cllr Karen Clark, and Hanna McCulloch.

**2. Declarations of Interest**

Stewart, Judith and Robert have an ongoing interest in the Pension item.

**3. Minutes of Previous Meeting**

It was noted that Brian Sloan, mentioned under AOCB, is interim CEO of Age Scotland.

**4. Matters Arising**

No report on performance monitoring as we are between quarters.

Jim Grant's contract will be extended to 31 March 2013 and then staffing will revert to a National Director and an Administrator.

Robert will check how many offices are members of Age Scotland.

**5. National Director's Report**

**COSLA Representative**

Since the last meeting, we have had discussions with Ron Culley, Chief Officer Health and Social Care, COSLA about a new representative. Ron circulated a paper on Care and Repair Scotland to the Health and Well-being Executive Group and asked for nominations. Cllr Anne Horn has agreed to be nominated. Anne is a Director of Argyll & Bute Care and Repair service and is also a member of the Council's Special Committee for Older People's Services. Ann is unable to attend the November meeting but will meet with Robert in December for a background briefing and to complete the Companies House paperwork.

### **ALACHO Representative**

Robert has had had discussions with Jim Hayton, Policy Officer ALACHO, about nominating a representative. The ALACHO executive committee discussed the position on 16<sup>th</sup> November and Jim has been in touch to say that the committee were enthusiastic in their support for Care and Repair and has agreed in principle to be involved. They will contact us in due course with details of their nominated representative.

### **Election of Regional Representatives**

Stewart Wilson has been re-elected to represent Region 1.

Judith Leslie has been re-elected to represent Region 2.

Bev Jones has announced that she is not standing for re-election and Region 3 has not made a decision about a new representative.

Graham Barclay has been elected to represent Region 4.

### **Scottish Government Adaptations Working Group**

The Group met for the last time on 29<sup>th</sup> October to consider the final report that will go to the Minister. The report outlines the advantages and disadvantages of each suggested future funding mechanism - Local Authority/Health and Social Care/Personal. The Group has been advised that the Minister is new to the post and it may take several months before she reaches a decision.

### **Royal British Legion/Poppy Scotland**

Robert met two members of staff from RBL at the Foundations conference in England. The person responsible for delivering the existing RBL handy van service assured him that it is still the intention to go out to tender and to allow Scotland and Wales Care and Repair services to bid on a regional basis. There have been disagreements about how the scheme can best be rolled out in England. RBL are interviewing new consultants to oversee the scheme. The person who is in charge of policy for the scheme confirmed that RBL are dealing with a temporary problem but fully intend to go ahead once the board has appointed new consultants.

### **Research on Unmet Demand for Care and Repair Services**

At the business planning day, it was suggested that we could commission research into unmet demand for Care and Repair services. Richard has written a draft specification which has been sent to Newhaven and ODS Consultants to invite proposals. Newhaven have indicated that they are unable to tender and ODS has indicated an interest in the work. David, Richard and Robert would be meeting Katy McMillan from ODS after the Board meeting on 30<sup>th</sup> November to discuss their proposal.

**Action: Subject to the discussion with Katy McMillan, the Board agreed that the research should be commissioned at a maximum cost of £5,000.**

### **SHAPS Pension Scheme**

SHAPS have sent a letter to Scheme members dated November 2012 (attached with Board papers). The main implication for Care and Repair Scotland is that it will be obliged to move employees from a CARE 120<sup>th</sup> benefit structure to a Defined Contribution structure. SHAPS have advised that further information will be made available to employers in December.

### **Dumfries and Galloway/Northumbria University Research**

Andy Todman and Robert will meet staff at the university in December to discuss a timetable for the research.

### **Local Issues**

Renfrewshire Council and East Renfrewshire Council – issues now resolved and existing managing agent has won the tender.

Inverclyde Council – still out to tender. Legal and procurement teams are still considering the issues surrounding the bid process. No formal timescale has been issued as yet. Staff contracts extended until the end of March 2013.

Richard and Robert attended the 25<sup>th</sup> anniversary of East Lothian Care and Repair. Ian Gray MSP, who also attended, tabled a motion in Parliament congratulating the service.

Highland offices are developing a joint funding proposal to NHS to seek additional resources that will allow them to expand existing handyperson services.

Age Scotland has indicated support for sending a joint letter to the Minister about the situation in Clackmannanshire. Robert will meet SFHA in December to discuss their views on the situation and whether or not they are willing to support us.

## **6. Regional Meetings Report**

No issues were raised.

## **7. Draft Business Plan**

The Board members discussed the latest draft of the business plan that was prepared by Suzanne McBride following the business planning day. Members discussed some drafting points. There was discussion about whether it was the role of Care and Repair Scotland to encourage local offices to develop chargeable services. The draft plan was agreed subject to some drafting amendments which would be incorporated in the light of the discussion.

**Action: Once agreed amendments are made, the business plan will be submitted to the Scottish Government for consideration.**

## **8. The Accreditation Scheme**

The Board members considered an update from Foundations and agreed to proceed with the simplified scheme that will be introduced in England in 2013. The agreed scheme involves:

- Foundations provide Care and Repair Scotland with support to adapt the Quality Mark to the Care & Repair Agency context in Scotland.
- Foundations undertake the desktop assessment on behalf of Care & Repair Scotland.
- The validation visits are undertaken by Care & Repair Scotland staff.
- Foundations provide training to Care & Repair Scotland staff to enable them to deliver the HIA Quality Mark effectively.

**Action: The Board authorised Robert to proceed and work with Foundations to introduce the pilot phase. This would involve identifying 2/3 offices that are willing to assist in fine tuning the scheme for Scotland.**

## **9. Budget 2012/13**

It was noted that Scottish Government expect CRS to draw down and spend £170,000 in this financial year. The accreditation scheme and the consultancy work into unmet need will be met from this year's budget, as will the extension to the Policy Officer's contract.

## **10. A.O.C.B.**

David advised that while previous annual reports had been issued in November/December, it was the intention to issue this year's report in April in time of the annual conference. The Minister has confirmed that she will attend the conference, which will be the 25<sup>th</sup> anniversary of the commencement of the Scottish Office pilot schemes.

Gerry advised that JIT will hold a conference in Herriot Watt University on 20<sup>th</sup> February 2013.

Judith advised that Angus Council is undergoing a major re-organisation.

**Action: Robert to arrange with Gerry to book an exhibition place at the JIT conference.**

## **11. Date and Time of Next Meeting**

The next meeting will be held on Friday 1<sup>st</sup> March in Edinburgh at 11.00am, with the venue to be confirmed.