

**CARE AND REPAIR FORUM SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 2nd MAY 2014
EDINBURGH TRAINING CENTRE, 16 ST MARY'S STREET, EDINBURGH, EH1 1SU**

Present: David Belfall, Chair
Richard Grant, Vice Chair
Gerry Power, NHS
Stewart Wilson, Region 1
Judith Leslie, Region 2
Andy Todman, Region 3

Robert Thomson, National Director
Douglas Edwardson, ALACHO

1. Welcome and Apologies

David welcomed those attending. Apologies were received from Graham Barclay.

2. Declarations of Interest

There were no declarations of interest relating to the agenda of the current meeting.

3. Minutes of Previous Meeting

Stewart advised that Western Isles are also in the process of preparing for accreditation.

4. Matters Arising from Previous Minute

Gerry reported that his remit is more with JIT than NHS. He will have a dialogue with colleagues about how best to represent NHS on the Board. Gerry also suggested that we could look to the Community Health Partnership Association for additional representation. Douglas will have further discussion with COSAL about a Councillor nomination.

5. National Director's Report

The report has been reformatted to reflect the Business Plan objectives.

Effective Engagement

Meetings were held with Inverclyde, Argyll and Bute, Edinburgh and Fife to discuss budget issues/review of service.

Robert gave a presentation about Care and Repair at Age Scotland housing conference attended by 130 delegates.

England Wales and Scotland's central offices have been collaborating on a bid for funding from the Gas Safe Charity. Scotland has been awarded £40,000. 8 offices identified to participate in the scheme.

We have supported the Electrical Safety Council in lobbying Scottish Parliament to recommend that all private rented sector accommodation is subject to mandatory, five-yearly checks by a registered electrician.

Veronica is currently collating information from teams on 2013/14. Some teams have asked for one on one support. Have agreed to deliver at Regional meeting 4 on a trial basis.

The annual conference is arranged for Friday 3rd May 2013. Conference programme and speakers arranged by Robert. Big Bright Star will deal with delegates bookings.

Local Delivery

Met with Midlothian Coordinator to update progress.

We have reviewed progress with Lochaber and Inverclyde against accreditation recommendations. West Lothian accreditation is delayed due to long term illness of manager.

Providing direct support to managing agents of Inverclyde, Edinburgh and Argyll & Bute

Innovation

Region 3 and 4 meetings held. Region 1 schedule has been delayed due to reorganisation within Highland Council.

Currently working with the Housing Coordination Group to discuss ways of disseminating information, including idea of conference, fact sheets and regional support staff.

We have partnered with Police Scotland to support their Doorstep Crime Initiative during April.

Assisted Inverclyde to introduce a new membership scheme for small repairs. Assisting Argyll & Bute with planning for charging and raising additional funding.

Holding discussions with Volunteer Scotland to examine how best to work in partnership. We are considering a demonstration project.

Governance

Scottish Government annual review meeting held 5th March. Advised that SG is pleased with progress of office against grant conditions.

Scottish Government has been updated about ongoing discussions with MMS about Articles and issues around recruiting Board members and succession plan for Chair and Vice Chair.

Report on activities will be available in time for annual conference.

Action: Robert to provide David with breakdown of conference plenary session times.

6. Regional Meetings

Stewart reported that the regional meeting was not held due to operational changes in Highland Council. He reported that Western Isles Council is looking to save £11.5M over three years and external agencies like Care and Repair will be the first call for budget savings.

Judith reported concerns that Aberdeenshire Council seemed to be looking to take the service in house.

Andy reported that Scottish Borders are experiencing budget cuts that make day to day operations very difficult. The manager at West Lothian is off on long term sick leave and that has delayed accreditation.

7. Business Plan Update and Annual Plan for 2014-15

The updates to the Plan were approved. Andy suggested that we incorporate paragraphs in the introduction that link the Plan to the findings of the Christie Report.

Action: Robert to produce work plan for interim meeting with Chair and Vice Chair.

8. Articles of Association

Robert reported that Alan Eccles of MMS is considering the proposed changes and has made a request to OSCR to allow the amendments to the existing Articles.

9. Financial Report

The Board discussed and agreed the offer of grant funding from Scottish Government for 2014-15. It was also agreed to extend Veronica's contract until March 2015.

Action: David and Robert to sign acceptance of Scottish Government offer. Robert to write to Cairn HA and confirm extension of Veronica's contract.

10. A.O.C.B.

Andy asked if there was any progress on the Private Sector staff training programme that the Scheme of Assistance Guidance had recommended.

11. Date and Time of Next Meeting

It was agreed to hold the next meeting in August in Glasgow. Venue and dates to be agreed.

Action: Robert to circulate possible dates with draft minutes.