

**CARE AND REPAIR SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 4th MARCH 2016
AT THE TEACHER'S BUILDING, ST ENOCH SQUARE, GLASGOW.**

Present: Blair Allan, Chair
Gerry Power, NHS
Daniel Bennet, Region 2
Stewart Wilson, Region 4

Robert Thomson, National Director

1. Welcome and Apologies

Blair welcomed Board members to the meeting. He thanked them for the confidence they have shown in him by appointing him as Chair. The Board also wanted to thank Andy for taking on the role of interim Chair and so ably steering the Board through the challenges of 2015. The Board and staff wished to record their thanks for the contribution made by Douglas Edwardson and their deep regret that his life was taken so tragically in December 2015. Apologies were received from Graham Barclay and Andy Todman. Gerry advised that JIT will disband at 31st March and, under the new arrangements, he will still be able to represent NHS on the CRS Board.

2. Declarations of Interest

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

3. Minutes of Previous Meetings

The minute of 4th December 2015 meeting was approved without amendment.

4. Matters Arising from Previous Minutes

The CDM Awareness Course was held on Thursday 25 February. Those who attended have agreed with the trainer that the 2015 regulations apply to Care and Repair for repairs, adaptations and small repairs. Robert advised that the conclusion in Andy's note regarding a December meeting hosted by SHBVN with H&SE about CDM 2015 regulations was incorrect. Robert had attended this meeting and asked H&SE to provide customised training for Care and Repair. H&SE no longer provide training because the regulations are now 'live'. Following the 25th February training Robert has set up a small working group who will work with Matt Tasker, Ateb Consult Ltd, to provide the following:

- Production of CDM documentation for use by all offices
- A customised CDM process chart of controls for use by all offices
- Awareness Training of Principal Designer's role and responsibilities
- An overview/awareness presentation at the national conference.

Robert has send out advance dates for regional meetings in 2016 to link with dates of Board meetings. Region 1 meetings are subject to arrangements for Pan Highland meetings and may therefore be out of synch with our Board meetings.

Robert met with SG prior to Christmas to discuss a possible CRS role in Digital Inclusion and Help for Homes. To be discussed at Agenda Items 7 and 8

The business plan was submitted with the agreed changes and it was sent to the Minister with the CRS funding request in early January.

Andy wrote to each Board member asking them to vote on the nomination for Blair Allan to become the Chair. The letter was sent in December. Each Board member agreed to the nomination.

Action: Robert will monitor progress of CDM working group and ensure agreed timescales and costs are met.

5. Regional Report

Region 1: Stewart reported that the main concern was standstill budgets (6 years) in Highland Council area which has meant a reduction in service hours to ensure it is cost neutral. Blair reported that Margaret Burgess had requested that she makes a visit to a Care and Repair client prior to the 2016 Scottish Parliament election. The visit has been arranged for Thursday 10th March 2016 at the home of a client in East Lothian. Blair will attend on behalf of CRS and it was agreed that this would be a suitable opportunity to raise the issue of standstill budgets that are a national concern for Care and Repair services.

Region 2: Robert reported that the meeting held on Monday 22nd February had largely been taken up with him answering questions from Edinburgh Care and Repair about the Board structure, the business plan, the history and aims and objectives of Care and Repair Scotland. There were 3 offices represented

Region 3: The meeting arranged for Thursday 25th February had to be cancelled because of other commitments. Daniel reported that the services in Strathearn and Perth will be put out to tender in December 2016.

Region 4: Robert reported that the meeting was well attended with positive discussion around a number of issues. The only action point the region wished the Board to pursue was the ongoing concerns about possible liability under CDM 2015.

Action: Robert will discuss with Andy how to promote attendance and wider participation at Region 2 meeting.

6. National Director's Report

The Board noted the detailed report. Robert had a discussion in February with Tony Cain, ALACHO, regarding a nomination to replace Douglas. It was agreed by the Board that we will not pursue the EVH suggestion to develop a Membership Policy as it was felt that the current Articles, supplemented by job descriptions, will provide sufficient protection. It was also agreed that SAL and The Alliance should be approached for nominations and that Robert should continue his discussions with older person's interest groups to find a user group representative. Gerry suggested that Our Voice in Inverclyde may be helpful in this respect.

Robert reported on his visits to Stormont and the House of Lords. The importance of housing to the health and social care agendas of each country was the common theme of the discussions. The Board congratulated Care and Repair England on reaching its 30th anniversary.

Action: Robert to contact SAL, The Alliance and older person's groups to seek further nominations to the CRS Board, ideally by 31 March.

7. Digital Inclusion

Following the meeting with the SG Digital Inclusion Team in December it was agreed that CRS would be offered 2 year grant funding to employ a Digital Inclusion Officer to:

- Gather information about existing initiatives across Scotland
- Scope out complementary approaches to address specific problems
- Set up and evaluate three scalable pilots
- Provide case studies and present findings to different audiences

Robert advised that if the Board agreed to the offer of funding, he would discuss targets and the way forward with SG. The Board approved CRS involvement in the scheme and that we should initially invite expressions of interest rather than recruit through advertising. Gerry suggested that Robert should contact the SG TEC team prior to the recruitment process.

Action: Robert to agree targets with SG. Board to sign off funding offer. Robert to set up a meeting with Alistair Hodgson of SG TEC team.

8. Help for Homes

Robert met with two members of the SG team who are tasked with taking this initiative forward. Robert explained to them why he thought that Care and Repair could deliver an equity loans based repairs scheme. There was discussion about why the original proposal wasn't taken forward. Robert provided contact details for organisations in England and Wales, including Joseph Rowntree Foundation, which had tried and failed to develop similar schemes. It was agreed that SG would make contact with the organisations and build their experience into the new proposal. It was also agreed that Care and Repair would be considered a suitable partner for tendering in future and that we should consider finding other partners to strengthen our bid, particularly in the financial sector as we would be required to take on the 'books' for the loan scheme.

The Board were enthusiastic about developing CRS involvement in this scheme but advised caution in dealing with partnership approaches from other organisations.

Action: Robert will meet with Home Energy Scotland to listen to their partnership proposal and report back to the Board. The Board will assist Robert in identifying possible financial partners

9. Conference

Robert reported on the conference arrangements to date.

Action: it was agreed to circulate the details to the new Integrated Authorities

10. Financial Statement

The financial report was noted by the Board.

Action: Robert will circulate expenses claim forms to members.

9. A.O.C.B.

It was agreed that future meetings should commence at 10.30 and last no longer than 3 hours.

10. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Friday 3rd June 2016. Venue will be advised.