

**CARE AND REPAIR SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 3rd JUNE 2016
AT THE TEACHER'S BUILDING, ST ENOCH SQUARE, GLASGOW.**

Present: Blair Allan, Chair
Gerry Power, NHS
Stewart Wilson, Region 1
Daniel Bennett, Region 2
Andy Todman, Region 3
Graham Barclay, Region 4

Robert Thomson, National Director

1. Welcome and Apologies

Blair welcomed Board members to the meeting. Stewart Wilson sent his apologies as he was unable to arrange a suitable flight.

2. Declarations of Interest

Daniel declared an interest in agenda item 8. Graham declared an interest in agenda item 7.

3. Minutes of Previous Meetings

The minute of 4th March 2016 meeting was approved without amendment.

4. Matters Arising from Previous Minutes

5. Regional Report

Region 1: The meeting was scheduled for 19th May but cancelled as it was too near the conference.

Region 2: Daniel reported that the meeting was also cancelled as it fell on the week of the conference. He reported that the Perthshire service is in the process of applying for the Quality Mark. The Council has advised that it will tender the service to produce a merger of Strathearn and Perthshire. Daniel reported that the services in Strathearn and Perth will be put out to tender in December 2016.

Region 3: The meeting arranged for Thursday 25th February had to be cancelled because of other commitments. Andy updated the Board on the situation with Dumfries & Galloway. D&G Council have entered a single source contract with Cordia Group for the supply of stairlifts, steplifts and other equipment. As a result grant funds are being held within the Council and not with Care & Repair for these adaptations. Care & Repair in Dumfries & Galloway has also had a very significant revenue funding cut. The service is now nested with the Community OT Department but still managed under SLA by Loreburn Housing Association.

Region 4: Graham reported that the advance date also clashed with the conference and was cancelled. The offices are very interested in progressing CDM awareness.

6. National Director's Report

The Board noted the detailed report. It was agreed to accept the advice of Scottish Government and write to the new Housing Minister in late August to request a business meeting. It had been announced at the annual conference that CRS will commence a national discussion with stakeholder to help inform a new National Policy Statement. It was agreed that this process should not be prolonged and take 3 months at the most. As part of the process, we will revise the questionnaire to reflect the health and social care integration agenda. That Board agreed that the integration toolkit proposed for local offices should be online to allow flexibility and ongoing development.

Action: Robert will send request for meeting in August. Robert will send draft questionnaire to Board members for comment prior to consultation process. Robert will discuss toolkit with Foundations in England and will commence process of placing information online.

7. Digital Inclusion

Since the last Board meeting, SG Digital has approved funding of £120,000 over two years for CRS to take forward a pilot scheme. The Board have accepted the funding and a copy of the grant letter and the agreed targets have been sent to members. Robert has since held meetings with Alistair Hodgson SG TEC, SCVO Digital Inclusion Team, NHS and Strathclyde University. SCVO have offered to assist us with the recruitment process, including joining the interview panel. Everyone has strongly advised against a non-specific location job advert and has supplied information about existing digital projects throughout Scotland to assist with deciding on a location.

Robert wrote to each CRS office on 10th May to ask if they would be willing to support the 2 year scheme and to what extent they are willing to assist. A number of offices have responded with their reasons why they could not be involved. Other offices have responded with enthusiasm and positive support for the project.

The Board discussed the options and it was agreed that we should proceed with the interview process based on CRS employing a staff member and overseeing a pilot that will run in East Dumbarton, Glasgow and Ayrshire.

Action: Robert to take forward the recruitment process in consultation with SCVO Digital and Scottish Government Digital.

8. Help for Homes

As advised at the March Board meeting, Robert attended a preliminary meeting with Energy Savings Trust on 14th March to discuss the possibility of a partnership bid to Scottish Government to operate a pilot scheme. The Board were updated by email on 23rd March and it was agreed to continue with the partnership discussions and develop a pilot scheme.

On 24th March Robert asked for expressions of interests from C&R offices that suited the profile under discussion. 10 offices responded and provided background information and indicative costs to run a one year pilot. These were submitted to Scottish Government and we have recently been advised that Perthshire, Argyll & Bute and Glasgow are the current areas of interest to SG. EST and CRS have been asked to continue to meet to discuss the operational issues around the scheme and to develop a flow chart that will outline the roles and responsibilities of each organisation involved.

Action: Robert will continue to meet with Energy Savings Trust to develop the pilot scheme. Managers for Glasgow, Perthshire and Argyll and Bute will also meet with EST on Wednesday 15th June.

9. Conference

Robert tabled the summary of delegates' comments from the conference that was held on 20th May. The Board discussed how delegate numbers could be increased and noted that the offer to allow each office to bring a 'person of influence' had not been successful and this may require more detailed explanation in future.

Action: Robert will discuss with colleagues from other organisations how they are able to fund free conferences and events

10. Financial Procedures

The Board noted the paper and considered to be very helpful. It was agreed to record that Robert Thomson, National Director had ongoing authority to sign cheques and documents relating to day to day business of the Company.

Action: Blair Allan, Chair, and Graham Barclay, Region 4 representative will be added to the bank's list of cheque signatories

11. Financial Statement

The financial statement was noted by the Board. In response to a question, Robert advised that as Veronica is not employed by CRS we have no pension liability for her.

12. A.O.C.B.

Andy reported on the successful day he and Robert had spent at Beardmore Hospital presenting to delegates at the Manual Handling Conference. Andy also asked if Robert could find a copy of Professor Philip Leather's book , Crumbling Castles to make available to local teams.

13. Date and Time of Next Meeting

The next meeting will be held on Friday 26th August 2016. The venue will be in Edinburgh. The meeting times will be 11.00am to 2.00pm.