

**CARE AND REPAIR SCOTLAND  
MINUTES OF BOARD MEETING HELD ON FRIDAY 5<sup>th</sup> JUNE 2015  
AT TEACHER BUILDING, ST ENOCH SQUARE, GLASGOW, G1 4DB**

**Present:** Andy Todman, Region 3, Interim Chair  
Gerry Power, NHS  
Douglas Edwardson, ALACHO  
Blair Allan, SFHA  
Stewart Wilson, Region 1  
Daniel Bennett, Region 2  
Graham Barclay, Region 4

Robert Thomson, National Director

**1. Welcome and Apologies**

Andy welcomed Board members to the meeting and thanked everyone for their help and support over the months since they last meeting. He expressed a desire that the Board should move forward positively and inclusively, with everyone treated as equals and feeling they were able to contribute. He recognised that Care and Repair teams need to be adaptable and the Board must bring added value to the work of the teams. The other Board members agreed with Andy's opening remarks.

**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 20<sup>th</sup> March was approved with a grammatical amendment made to paragraph 4, line 4. Robert asked the Board to note that the wording of paragraph 5 was provided by David Belfall. Gerry advised that ALICE should read ALISS.

The minute of 19<sup>th</sup> March was approved without amendment.

**4. Matters Arising from Previous Minutes**

Gerry advised that a number of Care and Repair offices were registered with the ALISS database. Robert advised that he had discussed the benefits of the system with the Health and Social Care Alliance. Gerry also gave an update on the merger proposals for JIT and HIS.

The discussion around Board training was moved to Agenda Item 9.

**Action: Robert will encourage all offices to register with ALISS.**

**5. Regional Report**

Region 1: The Highland services have received a 3 year funding deal for handy person services, which has come out of discussions between housing, health and social work. Western Isles Council will make cuts of £11M over 3 years but so far Care and Repair is not affected.

Region 2: The review in Perthshire had resulted in a new service level agreement but the overall budget has now been reduced.

Region 3: There has been a funding cut of £200,000 in Dumfries and Galloway. The region has expressed support for the Board.

Region 4: No issues to report. The region is fully supportive of the new Board and wishes it success in moving forward.

## **6. National Director's Report**

### Effective Engagement:

- Met with Bill Barron, Scottish Government.
- Attended 3 meetings of Housing Coordination Group.
- Attended meeting of Scottish Parliament Cross Party Working Group on Older People and meeting of Scottish Parliament Cross Party Working group on Accident Prevention and Safety
- Exhibition display with Perthshire C&R team at Working Together on Falls Prevention conference.
- Exhibition display at 3 NHS/JIT Living Well in Localities events in Glasgow, Dundee and Edinburgh.
- Exhibition at Telecare conference Glasgow.
- Joined the Health and Social Care Alliance.
- Exhibition at Scottish Seniors Alliance conference.
- Met with Housing Options Scotland and JIT to discuss a pilot home from hospital scheme in Renfrewshire.
- Ongoing discussions with Foundations and C&R Cymru.
- Currently collating year end statistics for 2014/15.

### Local Delivery:

- Had email discussions with Aberdeenshire Council legal team regarding transfer of undertakings and issues around taking the service in house.
- No accreditations in reporting period.
- Visited South Lanark, Dumfries & Galloway, Arran, South Ayrshire Lochaber, Inverclyde and Falkirk teams.
- 4 Regional Meetings were held in reporting period

- Discussions with teams and MMS solicitors about implications of new CDM regulations.

#### Innovation:

- Provided support to Aberdeenshire team and managing agent.
- Hosting JIT housing team members in office to March 2016 dependent on JIT reorganisation.
- Electrical Safety First agreed to provide grant funding of £10,000 initially to allow offices to carry out minor electrical works.
- Meeting with RSABI to discuss broadening out their financial support for rural owners and tenants.
- Meeting with Help to Adapt. Will continue to support scheme as member of advisory group.
- Meeting with Learning Direct to discuss opportunities for funding work placements.

#### Governance:

Meeting held with Interim Chair.

Extraordinary Board Meeting held in March.

Year-end meeting With Scottish Government held in March.

**Action: 1) The Board were supportive of the need for Robert to visit C&R offices and asked that strategic partners be invited to meetings where possible. 2) It was accepted that MMS could provide a legal position that would inform local discussions about new CDM regulations.**

### **7. Scottish Government Offer of Grant**

The Board agreed to accept the offer of grant and noted the terms and conditions.

**Action: Andy and Robert to sign the offer letter and return to Scottish Government.**

### **8. Budget and Financial Report**

The Board approved the draft budget for 2015-16.

The Board noted the financial statement to 5<sup>th</sup> June 2015. The Board had given permission to use reserve funding until Scottish Government made an offer of funding.

The Board approved an extension to March 2016 to the existing arrangement with Cairn HA to buy in administrative support through Veronica Macleman. The Board recorded its thanks to Veronica for the progress she has made with the outcomes based database.

**Action: Robert to write to Cairn and offer extension of agreement to March 2016**

## **9. Discussion on Future Direction**

There was discussion around the future direction of the Board and the immediate need to strengthen user representation. It was agreed that prospective candidates would not be interviewed or vetted but that a job description and OSCR guidance would be provided to the stakeholder organisations and any prospective representatives.

The Board is also committed to maintaining high standards of governance and will arrange to attend an EVH course once the user representatives are in place.

The Scottish Government target to increase awareness of the accreditation scheme was discussed in detail.

The Board agreed that it would be useful to arrange an away day to discuss a business plan for 2016 -19. It was agreed that an external facilitator should be invited to assist the Board with business planning.

**Action: 1) Robert will find 2 service users' representatives during July/August. 2) Robert will encourage offices to participate in the accreditation scheme when visiting them. 3) He will raise awareness of the scheme with integrated health and social work teams as they are established. 4) Robert will arrange with EVH a combined board meeting and training day to be held either on Friday 11th September or 18th September. 5) The Board will hold an away day in November to discuss a new business plan – Robert to arrange a venue in Inverness and a facilitator. 6) Andy will update Scottish Government with progress.**

## **11. A.O.C.B.**

Andy distributed a mock-up of a Reference Line independent customer survey brochure for possible use by teams.

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

The next meeting will be held in Betty's Room, EVH, 137 Sauchiehall Street, Glasgow on Friday 11<sup>th</sup> September.