

**CARE AND REPAIR SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 7th NOVEMBER 2014
AT EDINTRAIN VENUE, 16 ST MARY'S STREET, EDINBURGH EH1 1SU**

Present: David Belfall, Chair
Richard Grant, Vice Chair
Gerry Power, NHS
Andy Todman, Region 3
Graham Barclay, Region 4
Moira Bayne, Housing Options Scotland

Robert Thomson, National Director
Veronica Macleman, Administrator

1. Welcome and Apologies

David welcomed those attending. Apologies were received from Douglas Edwardson, Stewart Wilson and Judith Leslie. Richard had advised that he would join the meeting around 12 noon. David introduced Moira Bayne, Director Housing Options Scotland, who is joining the Board, and Veronica Macleman, CRS Administrator, who would give a presentation. Moira gave a short resume of the work of Housing Options Scotland and her personal reasons for applying to join the Board.

The Board confirmed Moira's appointment and that of Douglas Edwardson as Board members.

Action: Robert to liaise with Moira and Douglas about induction needs and Companies House forms.

2. Declarations of Interest

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

3. Minutes of Previous Meeting

David noted typos on page 2 and 3 of the minutes.

4. Matters Arising from Previous Minute

Robert advised that due to the Referendum no dates had been set to meet with Aileen McLeod or Jim Leishman.

5. National Director's Report

Effective Engagement:

- Robert had attended a meeting of the Cross Party Working Group on Older people which focussed on dementia. He has been invited to attend the Scottish Government national housing conference in November.
- Robert had attended two meeting of the Housing Coordination Group. The Group is supporting 5 housing advisers who will help build understanding amongst housing organisations of health and social care integration, its implications and opportunities. Kenny Simpson, who has responsibility for local authorities, will be based in CRS office.
- Robert had presented a workshop on adaptations at SFHA Property Management and Investment Conference. He attended the members' forum of Happy to Translate.
- Foundations were unable to hold the English annual conference due to uncertainty around funding.
- Veronica has been developing a new web-based outcomes reporting system
- Robert had met with Big Bright Star for initial discussion about the 2015 conference.

Local Delivery:

- Robert had met with GHA to discuss the possibility of Care and Repair delivering handyman services within their areas of operation
- West Lothian and North Lanark services have completed the accreditation process. Both offices awarded the Quality Mark. Alex Neil MSP, presented the certificates at a ceremony held on Monday 3rd November. Mr Neil said that he regards Care and Repair as 'one of the best services for older people in Scotland'.
- Robert had assisted Edinburgh Care and Repair, Argyll and Bute, and West Dumbarton offices with various matters.

Innovation:

- The Regional 1 meeting was held in September.
- Kenny Simpson is preparing an update report, on behalf of JIT, about the progress around health and social care integration which will be circulated on Monday 10th November.

- Lochaber Care and Repair has been chosen to become one of the Scottish Government adaptation demonstration sites.
- Robert has encouraged all teams to consider making a bid for the recently announced £10M fund to support delivery of technology enabled care.
- Robert had attended the meeting of SG Adapting for Change group to decide on successful bids for demonstration projects. He has also supported West Lothian and Renfrewshire to make a bid for the Help to Adapt scheme.

Governance:

- Following the special resolution of the Board in September, OSCR has received the new Articles for comment.
- Robert had attended the Scottish Government mid-year review meeting held in September. SG were pleased with progress..

Action: David and Robert to draft a letter to Alex Neill to express thanks for his support, update him on progress made and outline the contribution which Care and Repair could make to the SG's policy agenda.

6. Performance Monitoring

Veronica gave a presentation of a proposal to move the performance monitoring returns to a web based reporting framework. The amount of information available makes it difficult to present in a paper format. The Board agreed to the introduction of the web based report and thanked Veronica for her hard work in collating the information from 30 offices.

Action: Robert and Veronica to discuss taking the website forward with Wildfire Ltd.

7. Appointment of a New Chair

David gave each of the Board members present at the meeting an opportunity to comment on the papers that had been previously circulated that outlined the plans for appointing a new Chair. The comments were:

Gerry asked if this would be a public appointment. He is content with the process as described in the papers. David confirmed that the position is not a public appointment.

Andy wants EVH involved in the selection process to ensure that the process accords with best practice. He asked that the selection panel come back to the other Board members with their recommendation so that the decision can be ratified by the full Board. The Board should accept a majority decision. David confirmed that EVH will be involved in the process and will meet the selection panel prior to the interviews.

Richard advised that he would be unable to participate in the selection process. He considered the process outlined in the papers to be robust. He is happy that people should be approached to gauge their interest in the appointment. He thought that the only likely difficulty in the process would be getting enough suitable candidates.

Moira acknowledged that she was new to the Board but her main comment was that the process seemed onerous for what is an unpaid voluntary position. She wanted to see the process move forward as quickly as possible as uncertainty is bad for an organisation.

After discussion, it was agreed that the selection panel would comprise of Moira and either Gerry or Douglas together with a nominated representative from the regional groups. The appointment will be made by the full Board (either in correspondence or at a meeting) once the panel has completed its work and makes a recommendation.

Action: Gerry will speak to Douglas and advise Robert who will represent the statutory sector. The regional representatives will advise Robert who will represent them. Robert will advise the Housing Coordinating Group of the post and ask for it to be advertised through the various networks. Robert will post details on the CRS website and distribute through current CRS networks. The return date for applications will be Friday 5th December. Robert will advise EVH of arrangements and organise for them to contact the selection panel.

9. Approval of 2013-14 Accounts

The accounts for 2013/14 were approved and signed on behalf of the Board by David and Richard.

Action: Accounts will be returned to the A9 Partnership and then sent to Companies House and OSCR

10. Financial Report

The Board noted the financial statement to 31 October 2014

11. A.O.C.B.

There were no items of other business.

12. Date and Time of Next Meeting

The next meeting will be held on Friday 20th February 2015 in Glasgow. The venue is still to be agreed.