

**CARE AND REPAIR SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 15th DECEMBER
AT THE CENTRAL HOTEL, GORDON STREET, GLASGOW.**

Present: Gerry Power, The Alliance
Gerry Begg, ALACHO
Stewart Wilson, Region 1
Andy Douglas, Region 2
Angela Brunton, Region 3

Robert Thomson, National Director

1. Welcome and Apologies

Apologies were received from Blair Allan (Chair) and Elizabeth Eadie (Region 4). Gerry Power agreed to Chair the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meetings

The minute of the meeting held on 22nd September was approved.

4. Matters Arising from Previous Minutes

Gerry Begg and Robert met on 7th November and had a useful discussion around procurement and funding. Scottish Borders and Edinburgh Council are currently discussing procurement and CRS will have an input to these discussions.

Scottish Government has referred the Adapting for Change findings report to the Minister. It is intended that a new group will be set up to take forward the Minister's proposals. CRS will be invited to join the working group. Robert advised by SG to feed in responses from offices at those future meetings.

Robert has met with Donna from Arneil Johnston to discuss the detail of the Good Practice Guide. Further discussion will take place with the Board under Agenda Item 10.

Blair and Robert met with Sally Thomas, new CEO of SFHA. Robert has since forwarded a number of background documents for information. Blair has requested that SFHA re-nominate him to the CRS Board.

Big Bright Star has advised everyone on the current mailing list that the conference date has been changed. The majority of responses indicate that the date will suit better. The Housing Minister will be asked to attend this year.

Action: Sally Thomas to report back on SFHA view on nomination of Blair to the CRS Board.

5. Regional Reports

There was a Cross Border meeting held in Newcastle on 22nd November. The meeting was well attended and staff from Scotland found the presentations and discussions helpful. A note of the meeting will be circulated in due course.

Highland Council funded offices met on 10th October to discuss issues around future funding and collaboration. These discussions are continuing and no decision has been reached as yet but there is a possibility that Care and Repair services will be more strongly linked to the Integration agenda.

Action: Robert to arrange dates for regional meetings in 2018

6. National Director's Report

The Board noted the detailed report.

Scottish Government have published a mid-term review of the Older People's Housing Strategy and a refreshed version will be published following discussions with the Minister.

The pilot equity scheme continues to be well received by prospective clients but the Scottish Government appointed solicitors are causing considerable delays in processing the necessary paperwork. It is possible that the scheme will allow clients from areas that are adjacent to the pilot areas to apply, for example from Stirling and Dundee.

The Board congratulated Angela on the 30th anniversary of East Lothian Care and Repair and for achieving the Scottish Quality Mark.

7. Approval of Annual Accounts 16/17

The company accounts for the period 2016/17 were presented and approved. Gerry Power and Angela Brunton signed the accounts on behalf of the Board.

Action: Robert to ensure that the accounts are posted with OSCR and Companies before 31 December 2017.

8. Change of Company Secretary

McLay, Murray and Spens, our current solicitors, have advised that they have merged with Dentons solicitors. As a result of the merger, we will require to remove MMS as the company secretary of the Company and appoint Dentons' company secretary, Dentons Secretaries Limited, in their place. This change was recorded and approved by the Board. Gerry Power signed an extract of the minute and an AP04 form on behalf of the Company.

Action: Robert to return the extract of minute and AP04 form and to monitor the service that we receive from Dentons.

9. Financial Statement

The Board noted and approved the Financial Statement. In the event that Scottish Government funding announcements are delayed in 2018, the Board authorised Robert to spend from the current resources into the new financial year until the funding offer was made clear.

10. Good Practice Guide

This item was discussed at length and the following comments made:

- The previous document was very introspective and had no value beyond the offices
- This version is excellent and reads well
- It is an accessible report that will have wide appeal
- It appeals to different audiences and when formatted for the web, would it be possible to allow people to jump to sections that are of immediate interest to them so it can be read in bite sized chunks?
- It helped new Board members understand the world of Care and Repair and so can be used a promotional tool to other organisations.
- Members want consistency in terms - for various reasons, don't like 'project' or 'teams' and want the document to refer to Care and Repair service or Care and Repair services throughout.
- If Arneil Johnston happy with time-frame, aim for publication mid-January
- Members want a 2 page executive summary at the front end of the document.

Action: Robert to proof read every page, check for inaccuracies and finalise drafting with Arneil Johnston before sending to Coles for final formatting and printing. Gerry will promote the Guide through The Alliance network.

11. A.O.C.B.

Robert advised that he is continuing to discuss with Foundations how we could roll out the database to Scotland. He has applied for funding from Scottish Government. Stewart advised that Tighean Innse Gall is going to adopt the system and that it is eminently suitable for Care and Repair.

Action: Amanda Britain has a new role in TEC and Robert will contact her to discuss funding opportunities.

12. Date and Time of Next Meeting

Action: Robert to write out with proposed dates for 2018