

**CARE AND REPAIR SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 22nd SEPTEMBER
AT EDINTRAIN, 16 ST MARY'S STREET, EDINBURGH EH1 1SU**

Present: Blair Allan, Chair
Andy Douglas, Region 2
Angela Brunton, Region 3
Elizabeth Eadie, Region 4

Robert Thomson, National Director

1. Welcome and Apologies

Blair welcomed Board members to the meeting. There were apologies from Gerry Begg (ALACHO), Gerry Power (THE ALLIANCE) and Stewart Wilson (Region 1).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meetings

The minute of 21st July 2017 meeting was approved. An amendment was made to item 5 – appointment of new Board members, to read: 'Andy Douglas who was nominated by Region 2 is on annual leave'.

4. Matters Arising from Previous Minutes

Companies House has confirmed that Elizabeth, Angela and Andy have been registered as Directors. A meeting between Foundations IT staff and four offices was held in August to discuss the new database being rolled out in England. The Digital Inclusion year-end report will be considered at Agenda Item 8. The CRS Twitter account was already live and did not need to be developed as previously discussed. The NPS was sent and retweeted by the Housing Minister and THE ALLIANCE. Hard copies will be distributed in September/October to all Councils and IJBs. Arneil Johnson will attend for Agenda Item 9 and give update on progress. The Conference arrangements will be considered at Agenda Item 10. Video was discussed with Regions 2 and 4. Glasgow, Renfrewshire and Lomond & Clyde, Perthshire, Stirling and Angus are willing to participate. The three equity release regions have also expressed an interest.

5. Regional Reports

Region 1 Highland Council funded offices held a meeting in September to consider funding issues. Region 3 was unable to agree a date prior to Board meeting. Reports from Regions 2 and 4 were discussed.

Action: Robert to arrange a meeting with Gerry Begg to discuss how ALACHO could help influence Council decisions around C&R funding and procurement. Blair will arrange a meeting with SFHA to catch up with the new CEO.

6. National Director's Report

The Board noted the detailed report. There was discussion about Fife Council's apparent policy of making mandatory grants for disabled conditional on the inclusion of additional repair work

such as installing additional sockets. Robert has written to the Head of Housing to complain. Blair advised that the Adapting for Change report on the Adaptation Demonstration Sites is due to be published w/c 25th September. It was agreed that CRS must respond to this document and, depending on timing, Robert and Blair could collate a response in time for the next Chair/National Director meeting. The Equity Loans scheme has come against problems with SG appointed solicitors delaying the necessary paperwork. The Board is still keen to see if Kevin Stewart MSP can visit one of the first properties completed through the equity loans scheme. Blair advised that he has had some communication with the Minister's office that indicates his willingness to visit C&R offices.

Action: Blair and Robert meet 9th November. If an earlier response is required, a draft will be circulated to members for comment.

7. Financial Statement

The Board noted and approved the Financial Report. Robert advised that the Zurich Liability Insurance policy has been updated to include Board insurance. It was noted that expenditure was on track for the half-year.

8. Digital Inclusion Report

The Board considered a year-end report from Ann Porter, Digital Inclusion Officer, which detailed progress in Ayrshire and Arran. The members particularly liked the case studies and thanked Ann for her work in taking the project forward.

9. Good Practice Guide

Donna Milton, Managing Director, Arneil Johnston gave a detailed presentation on the findings from the survey of Care and Repair offices conducted during July/ August. There was a response from 27 out of 33 offices. These findings will be the basis for shaping the new Guidance. The Board were very impressed with the presentation and agreed that the Guidance is moving in the right direction. It was agreed that:

- The guidance should reinforce 'core services' offered by C&R sector
- Consideration should be given to putting a spotlight on 'minority services' which resonate well with the current health and social care agenda
- Some attempt be made to give guidance which is 'scale specific' i.e. tailored to address the issues faced by those who are particularly large and those operating on a small scale
- There should be significant guidance on the development of the Performance Framework and support to enable projects to get the most of the process
- There should be guidance on how to manage capacity issues should be considered e.g. reviewing eligibility criteria, charging, funding or volunteering strategy

It was agreed that a draft will be made available for consideration at the December meeting.

Action: Donna and Robert to discuss chapter headings and set diary dates to move forward to draft stage. Robert will send copies of the presentation and report to all Board members.

10. Conference

Following responses from the offices about suitable dates and venues it was agreed that the conference will be held on Friday 5th October 2018 in Westerwood Hotel.

Action: Robert will advise Big Bright Star and the offices.

11. A.O.C.B.

The National Director left the meeting for this item.

The Chair advised the meeting that he had become aware that, although he had received cost of living annual awards, the National Director had not had a salary review since 2010, during which time much had changed. He advised the Board that he had, therefore, instructed EVH to conduct such a review. The Chair confirmed that he had received EVH's report, which was recommending what he would describe as a modest increase in salary.

It was agreed that the Chair would circulate EVH's report to Board members, together with a covering report, which he would prepare, and that the matter would be considered by the Board at its meeting on 15th December.

12. Date and Time of Next Meeting

The next meeting will be held on Friday 15th December 2017 in Glasgow. Venue will be the Grand Central Hotel. Christmas lunch will be arranged.