

**CARE AND REPAIR FORUM SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 29th NOVEMBER 2013
EDINBURGH TRAINING CENTRE, 16 ST MARY'S STREET, EDINBURGH, EH1 1SU**

Present: David Belfall, Chair
Richard Grant, Vice Chair
Gerry Power NHS
Andy Todman, Region 3

Robert Thomson, National Director
Douglas Edwardson, ALACHO

1. Welcome and Apologies

David welcomed those attending. Apologies were received from Judith Leslie, Graham Barclay and Stewart Wilson.

2. Declarations of Interest

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

3. Minutes of Previous Meeting

The minutes were agreed without amendment. David advised that Matters Arising would be taken under AOCB to allow full discussion of other agenda items.

4. Approval of Year End Accounts

The accounts for year ending March 2013 were considered and approved by the Board. It was noted that we are operating within the reserve limits allowed by OSCR. There had been an increase in professional fee levels during the financial period which was due to work on the performance monitoring and business plan.

Action: Robert to submit approved accounts to Companies House and OSCR

5. The Risk Register

It was considered appropriate that the Board should review the Risk Register at the time of approving the annual accounts. The Board discussed the need to engage with COSLA and, in view of the significant changes that health and social care integration will bring, to develop a more formal arrangement with JIT.

In the light of the discussion David, Richard and Robert will tidy up the Risk Register at their next mid-Board meeting.

David advised that he and Richard would accept a further term of office of a maximum of 18 months and then would stand aside. It was agreed that a succession plan will be developed once the Board membership is increased. Terms of reference for Board members will be written prior to the succession plan.

The Board agreed to this course of action.

Action: 1. Douglas will informally speak to his contacts in COSLA about a nomination. 2. Gerry will speak with colleagues in JIT about developing a more formal link with CRS. 3. The Risk Register will be tidied up at the next mid-Board meeting.

6. Performance Monitoring

The Board discussed a collation of the information that offices have returned to date. Veronica has made considerable progress in encouraging teams to submit returns. It was agreed that CRS should aim to publish a self standing performance report each year in addition to the annual report.

Action: Robert and Veronica will produce a report with explanatory text and distribute to Board and offices for comment by 15th January 2014.

7. Regional Meetings

Andy reported that the regional meeting had been held in the offices of Loreburn Housing Association for the first time. This represents a new outlook for the Association and Robert also had a profitable meeting with the new Director. Robert will also be invited to speak at the housing strategy group. The Department for Works and Pensions are considering a request to allow D&G Care and Repair access to information that will allow targeted mailings to homeowners.

Action: The Board agreed that Andy could collate information from teams about disabled ramps/level access showers

8. National Director's Report

Administrative Support

Veronica Macleman from Inverness, Badenoch and Strathspey Care and Repair has been appointed as a part time Administrative Assistant from 1 October to 31 March. Maclay, Murray and Spens drew up a contract which provides CRS with a high level of protection.

Foundations England

Robert attended the Foundations Conference in October. He met with the Quality Mark team and also with the Managing Director of Astral, the social enterprise arm. There were provisional discussions about some areas that we could develop in partnership, particularly around funding applications.

Poppy Scotland

Keith Brown MSP had been in correspondence with the Chief Operating Officer for Morgan Stanley Bank, who is an ex Royal Marine and a Board member of Erskine Hospital Trustees. He has heard about the Poppy Scotland issues and is keen to see if he can assist to progress the veterans' handyperson scheme.

Scottish Government

Robert attended the first meeting of the Scottish Government Adapting for Change working group with Kathryn Cooper of Inverclyde Care and Repair. This group's discussion will cover a mix of policy and operational issues, and Robert and Kathryn will alternate their attendance depending on the agenda items.

Local Issues

West Lothian has made a formal request for accreditation and Robert has had an initial meeting with the managing agent and the team. Highland Council is reviewing the Care and Repair Scheme element of the Private Sector Housing Grant and has asked Robert to assist the lead officer with their review process. Glasgow Council is also considering a review of Care and Repair but has not made a decision on a way forward.

9. Financial Report

The in year statement of expenditure (to 22 November) was considered. It was noted that there may be an under spend on the Administrator budget heading.

10. A.O.C.B.

Matters arising from the previous minutes:

Robert to speak to Hanna about a replacement.

Hanna suggests that we ask SDEF to nominate a replacement but to provide a person specification to narrow down the field. Hanna feels that SDEF represents 'grass roots' views of disabled people. Age Scotland has formally notified us that they are unable to nominate a representative to the Board due to reorganizational issues. Further consideration would need to be given to Board representation of voluntary sector groups working with older people.

The discussion about partnership with energy companies will continue at the regional meetings and any matters arising will be reported back to the Board.

There was nothing further to report on this action point from a national perspective although it was noted that individual offices have made contact with energy companies.

Robert will discuss funding with Angela. The newly appointed solicitors will be asked to check the SG contract terms in relation to notice of termination of funding.

Robert met with Angela and Marian from Scottish Government on 8th October to discuss midyear progress. SG is very happy with progress and will continue to fund the office as long as Ministers agree. Arrangements have been made with the finance department to ensure payments are made on time. McLay, Murray, Spens consider that the contract presents the terms for notice of termination of funding fairly and have advised that good relationships between both parties is often more important than the contract terms.

Robert will circulate brochures and calendar when available. Robert will ask West Lothian for breakdown of figures in SROI report. Robert will advise Board about position of Edinburgh when known.

The brochures and calendars have not been printed as yet. Robert has requested the breakdown from West Lothian but they are currently involved in extending the methodology to their North Lanarkshire project and would prefer to wait for those results before giving the breakdown to a wider audience. The Chair of Edinburgh Board has written to confirm the current position.

Robert will meet with Alex Fergusson and event planning staff on 19th September to discuss the arrangements. He will also circulate a draft guest list prior to the next Board meeting.

Robert said that planning for the Parliamentary event is on-going. Despite 227 invitations there has been a very poor response from Councils and Managing Agents to date. Initial guest list circulated to David and Richard – final guest list to be submitted to Parliament Team by Wednesday 27th November.

Robert will contact Voluntary Action Scotland to take forward the volunteering element of the business plan.

No action to date.

11. Date and Time of Next Meeting

The next meeting will be held on Friday 28th February 2014 at 11.00am in Glasgow, with the venue to be confirmed.