

**CARE AND REPAIR SCOTLAND  
MINUTES OF BOARD MEETING HELD ON FRIDAY 30<sup>th</sup> AUGUST 2013  
EDINBURGH TRAINING CENTRE, 16 ST MARY'S STREET, EDINBURGH, EH1 1SU**

**Present:** David Belfall, Chair  
Richard Grant, Vice Chair  
Stewart Wilson, Region 1  
Andy Todman, Region 3  
Graham Barclay, Region 4

Robert Thomson, National Director  
Douglas Edwardson, ALACHO

**1. Welcome and Apologies**

David welcomed those attending. Apologies were received from Judith Leslie and Gerry Power. David introduced Douglas Edwardson, who will be attending the Board meetings until an amendment is made to the Articles that will give ALACHO a place on the Board.

**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.

**4. Matters Arising**

Robert has sent the necessary paperwork to HBJ Gateley to process the resignations of Hanna, Kay and Anne. Graham and Andy have submitted their AP01 forms. Ron Culley of COSLA has confirmed he will seek a new nomination from the Health and Wellbeing Committee. Age Scotland advises that we wait until their recent restructuring has settled down before we invite a nomination from them.

**Action: Robert to speak to Hanna about a replacement.**

There was discussion about the energy meeting held on Friday 23<sup>rd</sup> August. The regional reps who attended considered it a positive meeting and a helpful introduction to the issues. SSE and Scottish Gas have sent their presentations and additional information to Robert, who has copied in all the offices.

**Action: The discussion will continue at the regional meetings and any matters arising will be reported back to the Board.**

It was agreed that Robert should take forward the proposal to buy in the services of an existing administrator from one of the local teams. The effectiveness of the arrangement will be reviewed in March 2014.

Robert reported on the advice that EVH have given about dealing with year-end funding situations. The A9 Partnership will include a note about the late payment of quarter 4 funding that reached the account in 6<sup>th</sup> April.

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

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

### **Age, Home and Community: Information and Advice Group**

The Group held its first meeting on 17<sup>th</sup> June. It was decided that the work could be taken forward through a mix of consultation and a short life working group (or groups), with very tight and focused remits and time limits. It was also agreed that any work undertaken in respect of older people and disabled people should involve them in any groups and the development of any guidance or other tools.

### **Police Scotland**

Police Scotland is in the process of standardising policies across all of its divisions. Robert has been working with Specialist Crime Division, National Safer Communities Department, to have Care and Repair included in a national campaign against bogus callers and contractors which will run from 9<sup>th</sup> – 27<sup>th</sup> September. Each division will include Care and Repair in local promotional events and our local teams have been encouraged to make contact with their local community police to discuss how they can develop further partnerships, if they have not already done so.

### **Scottish Fire and Rescue Brochure**

Scottish Fire and Rescue statistics reveal that the over 65 population is at most risk from fire related incidents in the home. Robert has recently worked with Age Scotland to produce an information brochure for older people. Care and Repair teams commented on the technical aspects of the brochure.

### **Age Scotland Hot Tips Calendar**

The Age Scotland calendar has been well received by older people. It provides different advice for each month of the year. Next year, May will be dedicated to Care and Repair, although other months will also mention our work.

### **Electrical Safety Council Awards**

The Electrical Safety Council invited CRS to co-ordinate a bid from Care and Repair offices for grant money to provide electrical safety checks and minor works to clients. CRS was awarded £25,000 in July and the funding was shared between Lochaber, North Ayrshire, Perthshire, Caithness, Lomond & Clyde and Inverclyde offices. Stewart reported that Barra had also received an award.

### **Health and Social Care Alliance**

The Health and Social Care Alliance has funding from the Big Lottery to tackle the problem of nuisance and scam telephone calls to older people. Angus Care and Repair was involved in a pilot and HSCA will be working with CRS over the autumn to discuss how we could roll out this service to all Care and Repair offices.

### **ROSPA Steering Group**

RoSPA is piloting Scotland's Home Safety Equipment Scheme on behalf of the Scottish Government to:

- Help prevent unintentional injury to children in the home.
- Improve parents'/carers' awareness and understanding of child safety issues.
- Increase practitioners' awareness of how to prevent home injuries Identify and address home safety risks in individual family homes.
- RoSPA has invited Robert to join the evaluation group for the duration of the scheme.

### **Local Issues**

The tender process for West Lothian was completed in August. The existing managing agent, Horizon HA has won the tender. CRS provided advice to the Council at the drafting stage of the tender document. West Lothian Council has made it a condition that Care and Repair applies for, and obtains, the Scottish Quality Mark within one year of signing the contract. Link Housing Association has recently published the results of an SROI evaluation of West Lothian Care and Repair that shows a return of £4.53 for every £1 spent on the service.

**Action: 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.**

## **6. Regional Meetings**

Andy and Graham reported that the meetings had been positive. Stewart reported that his region's meeting had been cancelled and will be rearranged.

## **7. Business plan Update**

The Board considered the progress report and discussed at length the plan for a Parliamentary reception to be held on Wednesday 4<sup>th</sup> December. The event will be sponsored by Alex Fergusson MSP. It was agreed that the main theme should be the contribution that Care and Repair is making, and the potential contribution it could make, to delivery of the Scottish Government older person's housing policy. There would also be a need to demonstrate how Care and Repair has met constituents' interests, preferably by reference to actual cases. A third part of the message would be that Care and Repair teams depended heavily on funding from local authorities and that MSPs had a role to play in advocating for Care and Repair locally. The Board allocated a budget of £3,000 for the catering at the event.

The Board considered tenders for legal services from HBJ Gateley, MacLay, Murray, Spens and Sencot Legal. It was agreed to accept the tender submitted by MMS because of the cheaper costs and the comprehensive proposal that they submitted.

**Action: Robert will meet with Alex Fergusson and event planning staff on 19<sup>th</sup> September to discuss the arrangements for the reception. He will also circulate a draft guest list prior to the next Board meeting.**

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

**Robert will convey the Board's decision on legal services to the 3 law firms who tendered, and finalise arrangements with MMS.**

## **8. Performance Framework**

The Board considered a report on the performance framework and discussed the progress to date. It was agreed to withdraw the requirement for officers to complete an assessment form.

**Action: Robert will write to all offices advising them of the decisions made at this Board meeting. He will request year end hard statistics from each office for the financial year 2012/13 if they have not already provided these. If the office will not provide a report, then CRS will request the information from the local authority. An interim report will be drawn up by October to demonstrate to C&R teams how the information will be presented. The interim report will be issued in October and teams will be invited to comment and suggest how it might be improved. The new CRS administrative support will provide assistance to admin staff to explain to them how easily the new system can be set up and operated. CRS will continue discussion with the offices throughout the winter, with a view to publishing a full year end report in April/May 2014, in time for the annual conference.**

## **9. Risk Register**

**Action: David said that the Risk Register item would be carried forward to the next meeting due to time considerations.**

## **10. Financial Report**

A9 Partnership is currently preparing the year end financial statements. It was noted that the new administrative support arrangements will cost less than the allocated budget amount.

**Action: Robert will circulate the draft financial statements before the next meeting to allow time for comment. David will write to SHAPS board seeking further information about the calculation of the pension scheme deficit contributions.**

## **10. A.O.C.B.**

Andy reported that he is waiting on further SROI information before developing his questionnaire for the research visits.

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

The next meeting will be held on Friday 29<sup>th</sup> November at 11.00am in Glasgow, with the venue to be confirmed.