

**CARE AND REPAIR SCOTLAND  
MINUTES OF BOARD MEETING HELD ON FRIDAY 7 JUNE 2013 AT 11AM  
IN EVH, 137 SAUCHIEHALL STREET, GLASGOW G2 3EW**

**Present:** David Belfall, Chair  
Cllr Anne Horn, COSLA  
Hanna McCulloch, Capability Scotland  
Kay Hutcheson, Age Scotland  
Stewart Wilson, Region 1  
Andy Todman, Region 3  
Graham Barclay, Region 4

Robert Thomson, National Director

**1. Welcome and Apologies**

David welcomed those attending. Apologies were received from Cllr Karen Clark, Judith Leslie, Richard Grant, and Gerry Power.

**2. Declarations of Interest**

Stewart, Graham and Robert have an ongoing interest in the Pension item.

**3. Minutes of Previous Meeting**

It was noted that the minutes did not record apologies for Stewart.

**4. Matters Arising**

Andy reported that that Professor Isabel Anderson of Stirling University was interested in the research and may be able to source funding. The two components of the work would be the client or family perspective on Care and Repair's intervention and the social return on investment.

Kay advised that she has left her post with Age Scotland and would therefore be resigning from the Board.

Hanna advised that due to work commitments and restructuring within Capability Scotland, she would be resigning from the Board.

Anne also advised that she was resigning from the Board because of changes to the committee structure which would take Care and Repair from her remit.

David thanked them on behalf of the Board for their past contributions and wished them the best for the future.

**Action: Robert to discuss with solicitor any resulting amendments to the Articles.**

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

### **Scottish Parliament Cross Party Working Group**

Robert has been invited to join a new Cross Party Group on Accident Prevention and Safety Awareness which will be convened by Clare Adamson, MSP. The group will hold the first meeting in June and will include:

James Dornan MSP (SNP) Vice Convener  
Alison Johnstone (Green Party)  
Jim Hume MSP (Liberal Democrats)  
David Stewart MSP (Labour Party)  
Liz Smith MSP (Conservative and Unionist Party)

### **Scottish Government Working Group**

Robert will also join a new Scottish Government working party on Age, Home and the Community: Providing Information and Advice. The group will commence to meet in June and will look at how best to take forward the relevant recommendations of the 10 year plan for housing older people in Scotland.

### **Royal British Legion/Poppy Scotland**

Gill Martin, Deputy Head of Welfare Services, at Poppy Scotland has advised:  
*'RBL have not progressed the tendering. Currently they are engaged in a scoping exercise which we are participating in and which there will be no conclusions until the summer. I do not anticipate the start of any home improvement services in Scotland until next year (2014). As RBL is our parent company we are very much guided by them and although frustrating for both yourselves and us we have to work with their timetable. I will of course be in touch as and when there are developments to discuss with you.'*

### **Election of Regional Representatives**

Region 3 has confirmed that its new representative is Andy Todman who manages Dumfries and Galloway Care and Repair.

Region 4 has elected Graham Barclay who manages the East Dunbartonshire office.

### **Conference 2013**

39 delegates completed an online evaluation of the conference. Results and comments were circulated with Board papers.

### **Local Issues**

West Lothian Council has tendered for the Care and Repair service.

## **6. Regional Meetings Report**

Andy reported that he had met with Bev and Robert to discuss the handover of responsibilities. Both Graham and Andy reported that although the decision by Royal British Legion is disappointing, the regional groups are keen that we should not lose what we have learned from the experience. There was discussion at the meetings around using the group structure as a platform to bid for other funding, such as from energy companies.

**Action: Robert to arrange meetings with Scottish Gas, SSE, B&Q for further discussion with regional groups**

## **7. Business Plan**

The Board discussed the year one action plan for 2013. Members suggested how we could take forward the action points.

## **8. The Pensions Scheme**

The Board discussed a detailed paper from David. In 2012/13, the Pensions Trust notified those in the "higher risk" category, including CRS, that from 1 April 2013 pensions would be based on defined contributions (DC) rather than defined benefits (DB). Originally the Pensions Trust hoped to introduce the DC Scheme from 1 April 2013 but they have agreed to a 3 month extension to allow consultations with staff and it will come into effect from 1 July 2013. The Trust have made it clear that they require a response from the Board meeting on 3 specific matters, concerning the pensionable salary definition, the proposed member and employer contributions and any life cover sought.

Robert left the meeting to allow Board members to consider the 3 specific matters.

**Action: Board agreed to move to DC scheme. David signed the Form of Authority that detailed the Board's decisions.**

## **8. ODS Final Report on Need for Core Services**

The regional representatives expressed concerns about the accuracy of the figures and the estimated number of client's that Care and Repair deals with annually. Robert advised that ODS had obtained the figures from the quarter returns that had been received during the period of the research. The research showed the need for the 36 offices to commit to making statistical returns to the central office.

**Action: Robert to provide paper to next meeting about the performance monitoring system and what we can do to improve it.**

## **9. Scottish Government Offer of Grant**

The Board agreed to accept the offer of grant funding for 2013-14.

**Action: David and Robert signed the acceptance form at the end of the meeting.**

## **10. Financial Report**

Robert submitted a draft budget for 2013-14. The budget was delayed by the late offer of grant from Scottish Government. There was discussion around the need for an Administrator. Andy suggested using the available administrator skills within Care and Repair offices and using spare capacity. Robert does not think a full time administrator can be justified.

The Board agreed the draft budget.

**Action: Robert to produce an Administrator's job description for meeting with David and Richard**

## **11. A.O.C.B.**

Andy suggested that from the information provided in the financial report, technically CRS has been trading without income and the Board should authorise the use of reserve funds in such circumstances and have given the National Director indicative notice of redundancy.

**Action: Robert will advise next meeting of 2014 redundancy amount for contingency planning.**

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

The next meeting will be held on Friday 30 August 2013 in Edinburgh. Venue to be confirmed.