

**CARE AND REPAIR FORUM SCOTLAND  
MINUTES OF BOARD MEETING HELD ON FRIDAY 21 JANUARY 2011  
AT HILTON GROSVENOR HOTEL, EDINBURGH**

**Present:** David Belfall, Chair  
Richard Grant, Vice Chair  
Hanna McCulloch, SDEF  
Stewart Wilson, Region 1  
Judith Leslie, Region 2  
Beverley Jones, Region 3  
Kay Hutcheson, Age Scotland  
Cllr Karen Clark, COSLA  
Mike Martin, NHS

Hazel McFarlane, Marketing Officer  
Robert Thomson, National Director  
Valerie Sneddon, Scottish Government

**1. Welcome and Apologies**

David welcomed those attending. Apologies were received from Cllr Ronnie McColl and Les Robertson.

**2. Declarations of Interest**

Judith, Stewart, Beverley and Robert declared an interest in Agenda item 10 as they are members of the SFHA Pension Scheme.

**3. Minutes of Previous Meeting**

The minutes were agreed without amendment.

**4. Matters Arising**

There were no matters arising from the minutes of the previous meeting.

**5. National Director's Report**

**Articles of Association**

The final stage letters have been completed by Board members. The process is now complete. Robert will send copies of the new articles to each Director.

**Change Fund**

The Scottish Government announced in its November spending plan that it will introduce a Change Fund worth £70 million:

'In recognition of the pressures on the health and social care system in a challenging fiscal climate, the **Scottish Government has allocated £70 million in 2011-12 within the NHS Budget to a Change Fund for NHS Boards and partner local authorities to redesign services to support the delivery of new approaches to improved quality and outcomes.** By ensuring that older people remain independent in their own homes, Health Boards and local authorities will be able to focus on reducing unnecessary hospital admissions and speeding discharge after a crisis. This will result in better outcomes for older people and ease the pressure on acute hospital provision.'

Robert has advised the C&R offices about the fund and the need to contact the key local players to ensure that Care and Repair features in the plans. Mike will provide Robert with a list of local third sector representatives. David is to attend a meeting with Shona Robison with other third sector representatives and he will provide further information to Robert to enable discussion at the regional meetings.

### **Outcome Measures – Tendering Process**

A brief and a tender invitation were issued to the following organisations:

Newhaven Consultants  
Contact Consulting  
DTZ  
University of Salford  
University of Bristol

Contact, DTZ and Salford returned submissions and interviews took place on Friday 10<sup>th</sup> and 17<sup>th</sup> December. The interview panel comprised David, Richard, Robert and Jim. The contract was awarded to Contact Consulting and work will commence in January and last for approximately three months. £25,000 was set aside in the budget and each submission fell within this cost. Contact Consulting has a strong commitment to engaging with local C&R teams during the consultation exercise.

<http://www.contactconsulting.co.uk/>

### **Annual Conference**

The annual conference will take place on Friday 25<sup>th</sup> March 2011 in the Doubletree Dunblane Hydro Hotel. The five main political parties have been invited to send a spokesperson to participate in a discussion panel followed by a question time. Mike Martin has agreed to give a plenary session update on the Future Care for Older People agenda. Nigel Appleton will update the conference on progress with the outcome measures. The Wessex Trust will present a session on its equity loans scheme. Other sessions are to be confirmed. Robert will be asking for volunteers from the Board to act as hosts for each breakout session to welcome delegates and introduce the speakers.

### **Local issues**

Since the last board meeting the Wise Group has withdrawn its tender for South Ayrshire. The contract has been awarded to South Ayrshire Care and Repair. The budget has been reduced and as a result staff have been made redundant.

Karen and Robert have been invited to the Aberdeenshire Council meeting in February and will report any outcomes to the Board.

East Renfrewshire and Renfrewshire Councils have formally advised the managing agent that the services will be taken in house from 1 April 2011.

The situation in Orkney remains unchanged. The Council confirms that it is considering putting C&R out for tender. It has also suggested that C&R look at possible mergers with other organisations to achieve cost savings.

Highland and Moray Councils may be considering tendering but there are no substantial proposals at this time. Meetings will take place w/c 31 January and Robert will attend.

Inverclyde Council has advised that from April 2011, funding will be withdrawn from the small repairs service and from April 2012, the remainder of the service will be taken in house, with a maximum of 1.5 members of staff transferring. Robert has met with the advisory group and it was decided to retain the small repairs service and implement the staffing cuts on the repairs side of the service.

Clackmannan Council has written to the managing agent to advise that it will not renew the contract after 31 March due to budget pressures. Since then, the Council has verbally offered £100,000 to run the contract. This would produce a similar situation to Inverclyde where the managing agent will have to decide what elements of the service will continue.

The Board discussed these worrying developments which would adversely affect the ability of C&R teams to help maintain older and disabled people in their own homes. It was agreed that Robert should support local teams where services are facing cutback and closure and if he feels the situations cannot be resolved he will ask for the Board's assistance.

### **Website**

The new website is linked to Google Analytics which will show detailed information about how the website is used. It has received 629 visits in the period 19 December 2010– January 19 2011 with 2,066 page views.

## **6. Annual report – letter to political spokespeople**

The annual report had been completed and issued. David had written to the health and housing spokespeople about care and Repair in the next Parliament. Responses would be circulated to board members. One written response had so far been received – from the Scottish Conservative Party. The Scottish Labour Party had asked for a meeting and David would accordingly be meeting Jackie Baillie and Mary Mulligan in early February.

## **7. National Policy Statement**

Alex Neill, Minister for Housing and Communities, has confirmed that he will write a foreword to the NPS. David will liaise with Valerie about it. There was further discussion about the issue of charging for services. It was agreed to amend the wording of the section on Finance and Fundraising to read, 'However, recognising the pressures on council budgets, Care and Repair local teams should consider the scope for developing other sources of income.'

## **8. Marketing the Care and Repair Brand**

Hazel gave a presentation on how she will take forward the review proposals to develop and market Care and Repair. Her suggested methods include:

- Affiliating to other organisations
- Partnership working
- Developing the database and monitoring the use of our brand
- Keeping the new website up to date
- Mail outs to MSPs and Councillors
- Exhibiting and promoting at national events
- Advertising in publications that are read by the target group
- Radio advertising
- Developing a presence on YouTube and Facebook

Hazel acknowledged that her plan will have to be delivered within a modest budget. She also feels that her biggest challenge is obtaining news and feedback from local offices.

Kay offered to discuss how Age Scotland could work more closely with Hazel and likely opportunities would be through the Helpline as 35% of its enquiries came under the Care and Repair banner.

Hanna stressed the importance of the use of plain English and suitable typefaces in all publications. Capability Scotland could canvass the views of members when developing promotional materials.

Robert advised that he was discussing with Happy to Translate the possibility of producing a multi-lingual brochure that would include Gaelic and would be available for the local teams to purchase as required.

It was agreed that Hazel would update the Board on progress every 6 months.

## **9. Financial Statement**

The statement showed expenditure from 1 April 2010 to 19 January 2011. The Board noted the statement.

## **10. The SFHA Pensions Scheme**

The Board discussed the decision of the SFHA Pension Scheme to introduce a new Career Average Earnings 1/120<sup>th</sup> benefit with effect from 1 April 2011 for any organisation that does not meet the current membership criteria. This is defined as RSLs with at least 100 units. Care and Repair Scotland has been notified that, as it does not meet this requirement, the Board will have to notify its staff of the decision and complete an Employers Form of Authority by 28 February to convert to the new scheme.

David advised the Board that Robert is the only employee who is affected by this decision. David and Richard have had discussions with Robert and he fully understands the implications of the SFHA decision. The Board noted that the cost of withdrawing from the scheme would be prohibitive and agreed that the only way forward for the organisation was to move to the new CARE 1/120<sup>th</sup> scheme from 1 April 2011.

Spence and Partners actuaries are providing a one day seminar for all staff that are affected by this decision. The Board agreed to pay up to £500 as a contribution to the costs of the day. David and Robert will attend.

It was agreed that David and Richard would take forward any issues that may arise between Board meetings and it was suggested that they seek independent HR and/or pensions advice. The Board agreed that the reasonable costs of any such advice should be met.

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

Valerie advised that the Scottish Government Consultation on Equality Act 2010: Right to Adapt Common Parts in Scotland is now available. Robert will post a link on the website and encourage managers to respond.

Hanna advised that the Scottish Government Fresh Thinking: New Ideas paper is now published.

Robert asked about the Building Repairs (Scotland) Bill consultation. Valerie confirmed that it is a private members bill from David Stewart MSP.

Stewart advised that Energy Action Scotland Board is looking for new members and would like to encourage representation from Care and Repair Scotland

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

The next meeting will be held on Friday 8<sup>th</sup> April at 1.00am in Glasgow, with the venue to be confirmed nearer the time. The following dates were also agreed:

Friday 17<sup>th</sup> June at 1.00pm

Friday 30<sup>th</sup> September at 1.00pm