

Final and Approved Board Minute: 18 April 2018

## **Disability Equality Scotland**

### **Meeting of the Board of Directors**

**Thursday 18 January 2018 at 2pm**

**The E-Centre, Cooperage Way Business Village, Alloa, FK10 3LP**

**Attending:** Linda Bamford (LB) Interim Convenor  
Dorothy McKinney (DMK) Director  
Maureen Morrison (MM) Director  
Scott Stewart (SS) Director  
Louise Orr (LO) Director

Morven Brooks (MB) CEO  
Emma Scott (ES) Equalities Projects Manager  
Ian Buchanan (IB) Access Engagement Officer  
James Davidson (JD) Equality Projects Assistant  
Gillian Smith (GS) Access Administrator

**Minutes:** Maeve Bain (MBn) Senior Administrator

#### **1. Welcome and Apologies**

LB stated that all staff could attend Board Meetings going forward.

Apologies had been received from Janis McDonald.

LB asked Directors to declare any potential conflict of interest and stated that she, herself is the Convenor for the Mobility and Access Committee for Scotland (MACS).

She stated that she was unaware of any unmanageable conflicts from this but, with the assistance of her peers, would manage these if they arose.

The Interim Convenor stated that there was no Minute to approve as the December Meeting was recorded verbatim and given to OSCR.

#### **2. Outstanding Actions for Board Approval from 6 December 2017 Board Meeting**

**The Board proceeded to go through outstanding actions and agreed:**  
**1 – 4** Completed

5 - 6 Ongoing  
7 – 16 Completed

### 3. Membership Approval

72 applications were approved as new members

**Proposer** DMK

**Secunder** SS

**Decision:** It was agreed to review the membership application form, moving forward

It was also noted that there had recently been a high number of new members and the Board confirmed this was excellent news and would assist with reaching more people to hear their voice.

### 4. Finance Report

MB spoke to her Report, highlighting the following significant items:

- We have significantly reduced funding particularly from the Equality Unit
- Most staff have now received Easy Read training and it is currently bringing in funding from external agencies.  
**Action:** MB to update Directors on further fund-raising ideas
- MB stated that significant savings had been addressed i.e. rent, printing, room hire and subsistence
- Directors agreed to reduce their Board expenses from 0.45ppm to 0.35ppm and this was now actioned
- Gift Aid and donations were discussed as ways to generate income
- It was agreed that the costs for the Access Panel Conference (May 2018) could be split between Section 10 funding and the Access Panel Grant fund

### 5. Update on Strategy

MB spoke to her Report highlighting the following items

- Staff Performance Review is ongoing

- There is potential for a Youth Access Panel identified in Alva Academy
- We could increase our profile, with our new branding and build up our reputation for full access, locally in the Forth Valley area

## **6. Update Access Panel Network**

IB spoke to his Report and updated the Board on:

- National Access Survey Team (NAST) – to be re-instated and work on-going on how best to achieve this with the support of Access Panels
- Disability Equality Access and Learning training course – work was ongoing to identify how to progress this
- Discussions on registering with SQA to deliver training were ongoing and IB would keep the team updated on ideas and progress

## **7. Update on Projects**

ES spoke to her Report:

- Transport Scotland Funding – ES and MB were currently working on the new funding application to be submitted to Transport Scotland.
- Three events currently in progress for Transport in Rural Areas – Details would be circulated to members when available.
- Mystery Traveller for CalMac – Discussions were on-going with CalMac to look at the possibility of developing a project to utilise mystery travellers (disabled) to review service provision, the accessibility of the journey and the assistance being offered to inform improvements and improve accessibility.
- Disability Equality Scotland is leading the Hate Crime initiative for Police Scotland – Work continues in this area.
- Update on joint working with the Equality Unit to launch a new Inclusive Communication hub – Again an overview of work in this area was given by ES.

The Directors acknowledged the amount of work currently being undertaken by the team and the breadth and depth of involvement in

several areas to deliver improvements aimed at delivering full access and inclusion for disabled people in Scotland.

The Board expressed their thanks for all the hard work, obvious enthusiasm and commitment.

#### **8. Preparations for OSCR Meeting on 29 January 2018**

It was confirmed that all documentation requested by OSCR as part of their review, had been submitted. The Directors stated their willingness to attend the meeting and commitment to taking forward any recommendations to develop the organisation.

#### **9. Preparations for EGM 2018**

A general discussion took place on the format for the day and outstanding actions.

LB asked that every effort was made to ensure members were aware of the EGM including the purpose (to elect co-opted Directors).

LB then spoke to her Stakeholder Analysis paper and a discussion took place on what still needed to be done and by whom.

It was agreed that MB would create a template for the new Directors. It was also acknowledged that their biographies had been sent out with the EGM information to give members an introduction and background to the new Directors

**Action:** MB to create a template for the new Directors' biographies. All preparations for the EGM were now in place

#### **10. Agree Actions from Meeting with owners**

MB to update Directors on further fund-raising ideas and prepare a draft fundraising strategy for the April 2018 Board meeting.

SS to pass a contact from Mobility to ES

LB to prepare a briefing paper for the EGM

MB to create a template for Directors' biographies

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**11. Date and Time of next Board Meeting**

**Wednesday 18 April 2018 at 10.00 in The e Centre, Alloa**

**12. Close**

LB thanked everyone for their input and for a productive meeting.

**Final and Approved Board Minute:**

Convenor: Linda Bamford

A handwritten signature in green ink, appearing to read 'Linda Bamford', is displayed on a light grey rectangular background.

Date: 18 April 2018