

**Disability Equality Scotland**

**Meeting of the Board of Directors**

**Wednesday 18 July 2018 at 11am**

**Scottish Prison Service College  
Newlands Road, Falkirk FK2 0DE**

<b>Attending:</b> Linda Bamford (LB)	Interim Convenor
Dorothy McKinney (DMK)	Director
Scott Stewart (SS)	Director
Colin Millar (CM)	Director
<b>Via Skype</b> Carolyn Griffiths (CG)	Director
Kenny Milne (KM)	Director
Morven Brooks (MBr)	CEO
Emma Scott (ES)	Equalities Projects Manager
<b>Minutes:</b> Maeve Bain (MBn)	Senior Administrator

**Item 1 Welcome and Apologies**

Apologies were noted from Maureen Morrison, Louise Orr, Steven McGhee, Janis McDonald and Susan Fulton.

LB pointed out that as one interim Office Bearer and three Directors were present, the meeting was therefore quorate.

LB stated that there had been an open invitation for all members of staff to attend Board Meetings, apart from Closed Sessions and she confirmed that there were no closed Board sessions today.

The Board and Staff Team congratulated Maureen Morrison on the birth of her baby daughter.

**Item 2 Agreement of Minutes from last meeting**

The previous minutes were agreed  
Proposer SS  
Secunder DMK

### **Item 3 Agreement on what we want to achieve from today's meeting**

1. Sign off outstanding actions
2. Cover areas of Governance
3. Make decision to support operational activities
4. Be aware of any individual tasks we have
5. Finish on time

### **Outstanding Actions for sign off by CEO and Board**

- Action 1. JD had contacted two applicants whose applications for membership were declined. Item closed
- Action 2 Item to be removed from Action List and dealt with, operationally, by ES.
- Action 3 MBr had contacted a previously removed Access Panel to discuss a possible meeting. The invite had been declined. Action closed, for the time being.
- Action 4 Reflective Learning Log now in practice. Action closed.
- Action 5 Sub Committee timings established. Action closed.

### **Item 4 Office Bearer Appointments**

LB reminded the Directors that it had been previously agreed that MBr would take up the role of Secretary for the Board, without becoming a Board Member. LB noted that our funders had requested that permanent Office Bearers should be appointed to show stability in the charity.

LB stated that all Directors had been contacted (including those who had sent apologies for the meeting) and votes had already been cast, in anticipation of today's Board Meeting and she proceeded to relay the outcome.

**Convenor** LB was unanimously elected as Convenor, with a majority of eleven votes

**Vice Convenor** DMK was unanimously elected as Vice Convenor, with a majority of five votes, with no other Director having received more than one vote.

**Treasurer** CM was unanimously elected as Treasurer, with a majority of seven votes.

LB thanked the Directors for voting, stating that all votes had been received with an evidenced audit trail and she confirmed the new positions.

## **Item 5 Approval of New Members**

Ten Individual and five Corporate members were approved by the Board. ES pointed out that one of the Individual members was known to her as one of our funders. MBr confirmed she supported this membership as it allowed the individual more information about the organisation, initiatives and areas we were progressing via members updates.

LB pointed out that there had been a 14% rise in new members within a short time and commended the staff team for their efforts in this area.

## **Item 6 CEO's Update**

**1. Operational Activities** MBr asked for comments on her previously circulated Report. LB pointed out that the access audit that IB had carried out in the Alloa Job Centre (free of charge) could lead to further audits, resulting in income generation and also develop relationships and raise the profile of Disability Equality Scotland.

**EPM Report** MBr asked for comments on ES's previously circulated, Report. LB asked if The Birds of Paradise Theatre Company (with whom ES had recently had a successful event) had added the details of DES to their literature, going to the Edinburgh Fringe Festival, as this could get our name out there and raise our profile at the international event. ES confirmed that they had.

ES was commended on being invited to sit as Co-Chair on the ScotRail Stakeholder Engagement Group.

**AEO Report** MB asked for comments on IB's Report. IB was commended on his work in helping to set up the first Youth Access Panel. CG added that she will liaise with IB on recruiting younger people into already established Panels, to help increase membership.

LB added that in this Year of Young People, there is plenty of political interest, which we should exploit and widely promote the launch of the first YAP. LB stated that this was an exciting and innovative initiative and congratulated all involved.

LB acknowledged and thanked Lochaber Access Panel for their work in securing a cross party round table discussion at parliament on the 30<sup>th</sup> May 2018. She explained that this had been a very worthwhile event and that it was hoped it would stimulate more discussions and potentially members' debate in parliament on accessibility and accessible transport needs for disabled travellers. LB formally thanked Lochaber Access Panel for involving Disability Equality Scotland in this event and congratulated them on achieving their outcomes to progress this agenda.

**2. Board Annual Calendar of Activities** LB stated that herself and MBr would continue to update the Calendar of Activities, quarterly. CM pointed out that there was no "next date" for the Access Sub Group. MBr will communicate this as soon as possible.

**3. Reflective Learning Log** MBr explained that we want to log all feedback we receive from our events and engagements and turn them into opportunities to learn from and do better, moving forward. It was agreed that in the interests of transparency, the Learning Log would be attached as an appendix to all minutes, in future.

**4. Finance** MBr spoke to the newly laid out Finance Report stating that we had to recently purchase a new Server, which was an unexpected cost. MBr pointed out that income generated by our Easy Read service, would cover this expenditure.

**5. People** MBr stated that Staff Reviews are under way and she expects weekly Team Meetings to begin again, shortly. She added that training needs were always under review.

**6. Risk Management** LB gave an overview, pointing out that robust controls were now in place to mitigate potential risks. She added that most perceived risks are now on a downward trend, however, funding would always be a risk and explained that we would have to look at alternative funding streams to add to our financial sustainability.

LB added that we need to look at ways to better liaise with APs and develop a more open, two-way communication with them. LB stated that the current methods were not working as we were receiving little feedback from APs and stressed that this was an area for improvement by DES. MBr and LB had discussed this before the Board Meeting.

CG explained that as an AP member and Chair, communication from DES felt more like one-way updates to share information, rather than seeking

involvement. She suggested we could look at communicating differently to improve feedback and instill better two-way communications.

SS suggested using the Interim Access Panel Conference, theming it around Communication, to ensure that DES involves Access Panels in developing a communication strategy that works for all, enabling improved two way communications.

MBr agreed to take this forward.

**7. Challenges for the next quarter** MBr stated the main challenges were funding, managing budgets and developing new partnerships with Councillors, MSP's and Ministers.

**8. Priorities for the Next Quarter** MBr highlighted the priorities for the next quarter ie. Board support, final review of Articles, AGM preparation, review of the Communication Strategy and preparation for an interim Access Panel Conference.

#### **Item 7 Board Briefing, Paper 1 Amendment to Articles of Association (AoA)**

MBr tabled Board Briefing Paper 1, which had been previously circulated with the Board papers and focused on proposed amendments to the Articles of Association (AoA). She confirmed that the review of the AoA came about mainly as a result of members' comments at the EGM in February 2018 and also as the Board had indicated that they wished a review, to ensure the AoA were fit for purpose and supported the future needs of Disability Equality Scotland.

MBr reminded the Board that the proposed amendments were the collection of comments from Directors reviewing the articles, as well as addressing the issues raised by members.

She confirmed to the Board that the purpose of this was to discuss each proposed amendment in turn and agree which would be put to members at the AGM in October 2018, to seek approval for change as a Special Resolution.

A general discussion took place with the Board agreeing the rewording of Articles 33 and 46c.

Further to these two reworded Articles, the Board agreed to propose the amendments to members, for approval at the AGM.

**Item 8 Board Briefing Paper 2: Annual Report and Accounts:**

MBr tabled Board Briefing Paper 2, which had been previously circulated with the Board papers and asked for Board approval on the draft Annual Report and the end year accounts for 2017/18. Again, she stated that the “draft” Annual Report had been viewed by the Corporate Sub Group Lead (DMcK) and the Convener (LB) and that the audited accounts had been reviewed by Board members previously, with any areas for clarification addressed with the accountants and fed back to the Board.

The Board thanked MBr for preparing the draft Annual Report and recorded their approval of the content and style.

MBr asked the Board for their direction on the financial content of the Annual Report and it was agreed to include a one page summary of the end financial statement, as with previous years and ensure a full copy of the annual accounts was available for circulation with the AGM papers and to members on request.

**Item 9 Confirmation of Actions, Owners and Timeframes:**

**Action 1:** MBr to arrange PR and social media activity around the Youth Access Panel Launch - Timeframe - On launch

**Action 2:** MBr to confirm date of the next Access Sub Group meeting to group members - Timeframe - by end July 2018

**Action 3:** MBr and MB to ensure the Reflective Learning Log is included in future minutes as Appendix 1 - Timeframe - when minutes approved for sharing and on-going.

**Action 4:** MBr to investigate the potential for the Interim Access Panel Conference to be themed on Improving Communication - Timeframe - Mid August 2018

**Action 5:** MBr to produce a “draft” Communication Strategy by mid-September 2018

**Action 6:** MBr to re-word the AoA proposed amendments for Articles 33 and 46c - Timeframe - 31st July 2018.

All actions were agreed by the Board.


Final and Approved Board Minute: 17 October 2018

**Item 10** AOB  
None

**Item 11**  
Close of 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