

## Disability Equality Scotland

Meeting of the Board of Directors on 30 April 2019 at the Scottish Prison Service in Falkirk

### Who was there?

- Linda Bamford – Convener
- Dorothy McKinney – Vice Convener
- Kenny Milne – Director
- Janis MacDonald - Director



### Staff

- Morven Brooks – Chief Executive Officer
- Emma Scott – Operations Manager
- Ian Buchanan – Access Training and Engagement Manager
- James Davidson – Communications and Research Coordinator



## Who was on Skype?



Maureen Morrison – Director  
Steven McGhee - Director

## Minutes

Minutes are a note of what happens at the meeting.



Maeve Bain, Senior Administrator took the minutes.

## Item 1 – Welcome and Apologies

Linda welcomed everyone to the meeting.



Colin Millar, Carolyn Griffiths, Susan Fulton and Scott Stewart could not come to the meeting.

Linda said that there would be a closed Board session after the meeting.



Only Board members go to this part of the meeting.

Meeting papers go out two weeks before the meeting.



All the directors said this gives them enough time and information to decide things at the meeting.

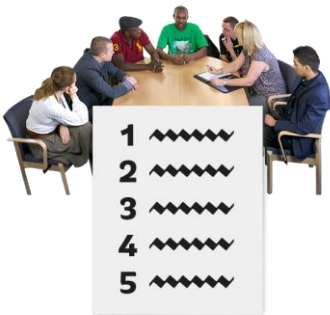
## Item 2: Are the minutes of the last meeting right?



### Changes needed:

- Susan said that access walk-throughs must be done by disabled people.
- Morven will get Susan to meet staff using Skype to find out what their jobs are.
- Linda said that Morven would do the newsletter for the Board every month.
- Everyone said the minutes were now right.

## Item 3: What do we want to do at today's meeting?



1. Agree things that need to be done that were talked about at the Board Meeting on 23 January.
2. Talk about how to support and protect the future of the organisation.
3. Talk about DES policies and decisions.

## **Item 4: Things that still need to be agreed by the Chief Executive Officer and Board**



Action 1. Morven said 20 people have answered the Access Panel Survey.

Their answers will help us decide what to talk about at the Access Panel Conference so DES can support the Access Panels better.

Actions 2, 4, 6, 7, 8 had all been done.



Actions 3, 5 and 7 were still being worked on.

Dorothy asked Morven to give people the Hints and Tips paper on Inclusive Communication.

## **Item 5: New Members**

One business and 31 people want to be members of Disability Equality Scotland. The Board said that they could all be members.



## **Item 6: Update by the Chief Executive Officer (CEO) Morven**



## 1. What is DES working on?

Morven gave her report to the Board and asked for any comments or questions.

Morven said DES is registered with the PVG Scheme, through Volunteer Scotland.



Staff do not need Disclosures (criminal record checks) but these will be done if they are ever needed in the future.



Maureen said her organisation is making their policies and procedures better and she could help on the PVG Disclosure process.

### **Report by Operations Manager – Emma Scott**

Emma asked for any comments or questions on her report.



Dorothy said there had been good work with the First Minister's National Advisory Council on Women and Girls.

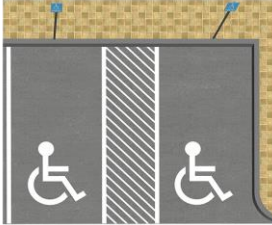


Linda said more people had been looking online at the Accessible Travel Hub.

It was great that DES was nominated for two Scottish Transport Awards.

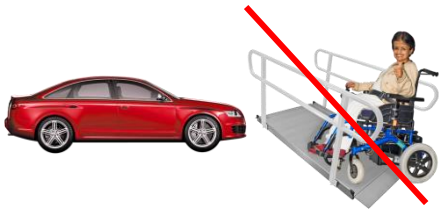
Linda said well done to the staff.

## Report by Access Training and Engagement Manager – Ian Buchanan



They are having a Disability Awareness Day.

Linda asked Ian if the Panels could talk with the school pupils about people using accessible parking bays without a blue badge.



This stops disabled people getting out and about.

Young people could help to tell their family, friends and other people.



Linda thinks there should be a Scottish campaign to tell people about the abuse of accessible parking bays.

Linda said well done to the Team on the 'Parley at the Parly' event.



Ian said Jeremy Balfour MSP (Member of the Scottish Parliament) had asked the team to work with a Parliament group on Disability.



The Board said well done to the staff team, and that it was good they had let the Minister know more about Disability Equality Scotland.

Ian said there is now an East Ayrshire Access Panel. The Board welcomed the new panel and members.

## 2. What is happening this year



Morven said there was new money and a budget for the next year.

Morven had worked on this with Colin Miller the Board Treasurer.

The group talked about changing the Annual Report.



It could show more of the good things that had been worked on, and things that we had done well.

Action: Morven will give a draft Report to the Board by June 2019. It can be changed before the Board meets in July.



The Board can then agree the Report is finished and it will be given to DES members before their Annual General Meeting.

### 3. What have we learned?



Morven said that DES need to decide if Eventbrite works well.

This is a way to book online.



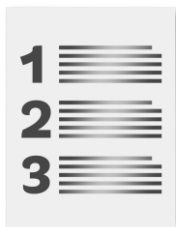
Some people turn up to an event without booking or telling us if they have access requirements.

Some people book a place but don't come.



Some people asked for British Sign Language Interpreters but didn't come to the event.

The interpreters' time was wasted and it was expensive to hire them.



Emma said that if an event is fully booked, they put people on a 'reserve list'.

If people let us know they can't come, we can call people on the reserve list.



Action: Morven will work with the staff team to look at how to make event booking better.

### 4. Finance (Money)

Morven and Maureen meet with the Accountant.

The money is being well looked after and there is nothing to worry about.







## 5. People

There were no questions about this part of the report.

## 6. Risk Management (Things that might cause problems)

Morven said there are no high risks.

There may still be a finance (money) risk because we use money from the Scottish Government.



We will check for early signs of risks. This will give the CEO and Board time to agree how to deal with any problems.



## 7. What do we need to do in the next three months?

Write the draft Annual Report and send it to the Board.

Go through 46 applications for the Easy Read job.

Dorothy gave advice on the contract for the Easy Read Worker job.





### **Item 7: Communications Strategy**

This is a plan that says how we tell people about our work.

The Communications Strategy had been agreed by the Subgroup and was approved by the Board. It can change if needed.

### **Item 8: What we have agreed today**

Morven will send Hints and Tips on Inclusive Communication to the Directors

Maureen will send Morven the new policies from Volunteer Scotland



Morven will finish the Annual Report and Accounts and send them to the Directors by June.

The Board can make comments and agree the Report at their meeting in July.

Dorothy will help Morven with the contract for the new Easy Read job.

Morven and Ian will check if Christina McKelvie, the Minister for Older People and Equalities can be the main speaker at the Access Panel Conference.



### **Item 9: Any Other Business**

Kenny said there were not many accessible coaches for people to hire out. This is difficult for a lot of people.

Emma said she would try to organise an event in Ayrshire.

She will ask the local Access Panels and private coach providers to talk about ways to make this better. Janis talked about the Cross-Party Group on Deafness.



This is an inclusive communications event on 5 June in the Scottish Parliament.

Morven said this would be a good event to recruit Inclusive Communications Champions.



### **Item 10: Closed Session**



### **Item 11: End of the Meeting**