

Final Version

Disability Equality Scotland

Meeting of the Board of Directors

Tuesday 29 October 2019 10.00am

Scottish Prison Service

Newlands Road

Brightons, Falkirk, FK2 0DE



**Disability
Equality
Scotland**

Attending: Linda Bamford (LB)
Dorothy McKinney (DMK)
Kenny Milne (KM)
Scott Stewart (SS)

Convener
Vice Convener
Director
Director

Skype: Maureen Morrison (MM)
Susan Fulton (SF)
Morven Brooks MBr

Director
Director
Chief Executive Officer

Staff: Emma Scott (ES)
James Davidson (JD)

Alistair Bruce (AB)

Amanda Hyndman (AH)

Operations Manager
Communications and
Research Co-Coordinator
Events, Training and
Membership Administrator
Administrator

Observer: Becca Stewart (BS)

Work experience with
Disability Information Scotland

Item 1 Welcome and Apologies

LB welcomed everyone to the meeting and confirmed there would be no closed session of the meeting. LB confirmed that some papers had gone to Directors only as they were in relation to the closed session from July 2019 and Directors were reminded not to refer to these during today's discussions.

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Apologies had been received, in advance, from Colin Millar, Carolyn Griffiths and Janis MacDonald. It was noted that Carolyn has been receiving treatment and hopes to return to the Board in January 2020.

LB stated that all papers had gone out two weeks in advance and asked those participating if they felt they had enough time and enough information within the papers to allow them to make decisions that would be required today.

All Directors confirmed they had.

Item 2 Agreement of Minutes from last meeting

The Board approved the content and accuracy of the July minutes. MBr and LB have redacted the sensitive aspects of the discussion from the closed session and the minutes can be shared. These will also be converted to easy read.

Proposer of minutes SS
Seconder of minutes MM

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

1. Areas of Governance.
2. Finance
3. Risk
4. Strategy decisions around our organizational activities
5. Succession plan
6. Risk log updates
7. Agreeing the minutes from the AGM on 17 September 2019

Item 4 Outstanding Actions for sign off by CEO and Board

- Action 1** MBr stated that following the office relocation, contact has been made with GCVS which can offer the same training to directors and that this can take place at the Pentagon Centre.
- Action 2** MBr will produce a Governance newsletter for Directors which will be available in December. MBr will contact GCVS for top tips.
- Action 3** This action has been approved and Minutes will be published on the website.
- Action 4** It was agreed that this action was complete.

Action 1: DMK asked MBr to send a thank-you letter to the CTSI for their help over the years in Clackmannanshire.

Item 5 Approval of New Members

During the period 30 April to 9 October 2019 we had 76 new members (70 individual, four corporate and two access panels). MBr qualified that due to the change in staff, this list contains all new members in the last two quarters to ensure no one was lost. Board members may have already approved some of these names.

All applications for membership were approved by the Board.

Item 6 CEO's Update

1. Operational Activities

MBr tabled her report and invited any questions from the Board:

LB queried whether the unsuccessful application to the Workplace Equality Fund would have an impact on the training we are delivering to Access

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Panels. MBr confirmed it would not, as this funding comes through Section10.

SF asked if the staff who left the organisation received cards and flowers. MBr confirmed that they had, and a leaving lunch took place.

MBr presented information on the Appointment and Retirement of Directors and tabled information showing the terms left for each Director. It was agreed this information should be presented in the CEO report in April 2020 and October 2020 going forward.

SS asked if there were plans to fill the two current vacancies on the Board. LB suggested that recruitment should be targeted at younger people, specifically 18-24 year old to build in some succession planning. MBr confirmed that there was an existing relationship with the Youth Access Panel in Alva as a potential.

All Directors agreed they would be happy to take on a mentoring role for any new young Directors.

Action 2: MBr will add reports on succession planning to the April and October 2020 Board papers.

Action 3: MBr will work with JD and AB to prepare a recruitment campaign for young members and Directors.

Operations Manager's Report

ES tabled her report and asked for any comments or questions on the report content.

LB acknowledged the work with the Scottish Ambulance Service and the numbers of people in attendance at the Accessible Travel Regional Action Forum in Ayrshire.

LB also acknowledged the deal with Transport Times for sponsoring an award at the Scottish Transport Awards 2020.

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LB queried whether the pilot of the Hate Crime Charter could continue beyond December to capture the Christmas period. ES confirmed that she was in discussion with providers to run the pilot for as long as possible over the festive period.

LB also acknowledged the large numbers of responses generated by transport related weekly poll questions, confirming the interest from our members in this topic.

Access Training and Engagement Manager

IB was absent from the meeting as he was working in Aberdeen. MBr qualified that IB has received good feedback on the DEAL training and the challenge now is to meet the demand from Access Panels with current resources.

DMK asked about the poor turnout at the Access Panel Conference and whether the accessibility of the venue was the issue. MBr stated that as the venue was home to Sense Scotland, the internal space was accessible, but parking had been an issue. Some panels reported they could not travel to Glasgow for the event, and that the timing had been later in the year than in previous years.

SF suggested the use of Webinar software, where people can view the proceedings and type questions, but cannot participate. MBr will look into this.

Action 4: IB and MBr will ensure next year's Access Panel Conference date will be circulated well in advance.

Action 5: MBr will investigate webinar software/setup for all events

2. Annual Calendar of Activities

MBr will work on the Strategy plan and bring to the Corporate Sub Committee in December, ready for approval at January board meeting and then ready for implementation in April 2020.

DMK queried when the next Corporate Sub Committee meeting would be, as the calendar showed 2021. MBr said that she would revisit the calendar to

ensure that each sub committee has representation and she will look at the times allocated for meetings.

Action 6: It was agreed that the Corporate Sub Committee would meet after the January Board meeting. MBr will communicate dates for Corporate sub-meetings.

3. Reflective Learning Log

MBr stated that the organisation needed to review the communications around interpreters at events. SF stated that we would have to ensure that we were meeting our equality duties around providing interpreters for all aspects of events.

4. Finance

MBr stated that the current finances were healthy, that funders claims were in and that easy read jobs were scheduled which would boost unrestricted funds. There was a discussion around whether we could use Equality Unit allocated pages for producing our own internal documents. MBr said that she would look into it further.

5. People

No questions were raised in relation to this section of the CEO's report.

6. Risk Management

DS01 – LB stated that the risk log would stay the same while the strategy was under review.

DS08 – Likely to increase by 1 point, as two new staff and working through induction period.

DS09 – Reduced by 1 point as the Communications Strategy finalised.

LB confirmed that the risk to the organisation between July and October 2019 stayed the same at six points.

All agreed.

7. Challenges for the next quarter

- Funding and new business plan priorities
- Building up relationships with ministers
- Building better relations with Orkney Council
- Performance reviews in place

8. Priorities

- Draft of the Strategic Plan to the Corporate Sub Committee by December
- Increase the Easy Read income generation
- Support staff with training and performance reviews
- Continue with the implementation of the Company Handbook in line with ELAS.
- Implement the 'How We Do Things' handbook.

Item 7 **Approval of Draft AGM Minutes 17 September 2019**

SS acknowledged the succinct minute of the AGM discussions.

SF requested one change from “fully accessible” to “as accessible as they could be” in reference to the facilities at the Pentagon Centre, Glasgow.

Action 7: MBr will make amendment to the Minute and circulate.

Item 8 **Confirmation of Today's Actions**

1. MBr to write to CTSI
2. MBr to include Directors succession planning in April and October 2020 reports to the Board.
3. MBr to prepare a recruitment plan for two new young Directors
4. MBr and IB to work on early date for Access Panel Conference
5. Corporate Sub Committee to meet in January after the Board meeting
6. MBr to amend the draft AGM minute and circulate.

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Item 9 AOB

MM suggested contacting Whizz Kidz as potential source of new young Directors.

DMK also suggested contacting Scouts and can pass on details.

Item 10 Close

Minutes reviewed and agreed: 29 January 2020

Proposed: SS

Seconded: DM

Signed:

A handwritten signature in green ink that reads "Linda Bamford". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Linda Bamford, Convenor