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| Disability Equality Scotland logo | **Disability Equality Scotland**  **Meeting of the Board of Directors** |
|  | **Wednesday 28 October 2020 10am** |
|  | **Zoom Meeting using video conferencing.** |
| A large table with 7 people sat around it, at a meeting. | **Who was at the meeting?:**  Linda Bamford – Convener  Scott Stewart – Director  Maureen Morrison – Director  Susan Fulton – Director  Janis MacDonald – Director  Carolyn Griffiths – Director  Kenny Milne – Director  Dorothy McKinney – Director  Colin Millar – Director  Lauren Asher – Young Director  Rhianne Forrest – Young Director |
| Disability Equality Scotland logo | **DES staff:**  Morven Brooks – Chief Executive Officer  Emma Scott – Operations Manager  Ian Buchanan – Access, Training & Engagement Manager  Claire Jagger – Easy Read Worker |
| Linda Bamford photo | **Item 1 Welcome and Apologies**  Linda welcomed everyone to the meeting and told everyone that it will be recorded. No one said they minded. |
| Photos of Rhianne Forrest and Lauren Asher. | Linda welcomed our new Young Directors, Rhianne Forrest and Lauren Asher.  She thanked Dorothy, Scott and Morven for working hard to choose Young Directors.  Linda introduced everyone and said anyone could put their hand up to show they wanted to speak. |
|  | Linda said there was 1 board briefing paper which would be looked at after this meeting. She explained the timings for this meeting.  Everyone said they got the papers in time and had enough information to make decisions. |
|  | **Item 2 Agreement of Minutes from last meeting**  The Board agreed the July 2020 minutes. |
| People meeting around a long table.  The date 29 July 2020 is below. | **Item 3 Outstanding actions from the Board Meeting on 29 July 2020**  **Actions 1 and 2**  Morven explained these 2 action points and said that more action is needed on them. |
| Visit Scotland logo | **Action 3**: **Ian to write a document for future work between Disability Equality Scotland and Visit Scotland.**  Morven said that Ian is talking to the Access Panels about their experiences with Visit Scotland.  His document will be ready in January 2021. The board agreed. |
| A closed sign. | **Action 4**  Linda asked to close this action. Emma will check on it. The board agreed. |
| ELAS Business Support logo | **Action 5: Morven to look at the ELAS contract in January 2021.**  ELAS is our Human Resources provider. |
| A closed sign. | Morven said that this point could be closed until January 2021. Dorothy asked if we could start looking at other providers before January. Morven agreed.  The board agreed to close this action point. |
| A block chart showing an upwards trend. | **Item 4 Approval of New Members**  Between July 2020 and September 2020 44 new members joined.  40 are individual members, 3 are corporate members and 1 is an Access Panel member.  Morven said that this big increase is because of our work on exemption cards. |
| Youth Link Scotland logo.  Macmillan Cancer Support logo. | She also said that YouthLink Scotland and Macmillan Cancer Support are now members.  All the new members were approved by the board. |
| An inkjet printer. | Rhianne asked if the board has talked to Macmillan Glasgow Libraries about exemption cards for face coverings.  She said that they will print them out for anyone who can’t, for free. |
| A face covering with a red line across it.  A woman answering a phone, behind a computer. | **Item 5 Chief Executive Officer’s Update from Morven**  Morven said that we are running the Scottish Government face covering exemption card helpline.  We have a website [www.exempt.scot](http://www.exempt.scot) and a new helpline administrator.  She thanked the team for their hard work. |
| Scottish Parliament building. | Janis asked if we are asking the Scottish Government to make more people aware of exemptions.  Morven said that we were asking them. She had a few directorate meetings to take this forward. |
|  | Susan asked about our website and how accessible it is. She said that [www.wave.webaim.org](http://www.wave.webaim.org) can check websites for things that are missing.  Morven agreed to ask James to check our website again.  Action 1: Morven and James will use this link to check our website. |
| A picture from Disability Equality Scotland's website showing an exemption card being held in a hand. | Rhianne asked for more information about the exemption card. There was some talk about how it is just a tool for confidence.  Janis said people should not have to say what their disability is to get on a bus. |
| 2 men discussing. 1 saying 'yes' and 1 saying 'no'. | Morven said that we are trying to help organisations to know that they don’t have to ask people to prove their disability.  Janis said that she would not have voted to take the exemption card project on.  Morven thanked Janis and said that different opinions are healthy. |
| A picture from Disability Equality Scotland's website showing an exemption card being held in a hand. | Rhianne talked about a girl who had shown an exemption card to the driver but had not been allowed on to the bus.  Action 2 – Rhianne will share her contact at Mitchell Library with Morven. |
| A picture from Disability Equality Scotland's website showing an exemption card being held in a hand. There is a red line crossing this image out. | There was lots of talk about shops and transport providers who might not accept exemption cards.  Emma said that this can be linked to the Hate Crime Charter work. |
| A woman wearing a Food Bank lanyard, holding a large tray of groceries. | Linda said that we could use our weekly polls to help the Social Renewal Advisory Board with food poverty feedback. |
| A map called 'My area' with a home at the centre and many streets shown. Key services such as Post Office, Church, Cafe, and College are shown. | Linda asked if we could invite anyone from the Age and Disability Circle Group meeting to join our webinar about 20-minute neighbourhoods.  Action Point 3 – Morven will invite people from this group. |
| photo of Emma Scott | **Operation Manager’s Report by Emma Scott** |
| A picture of a bus, with accessible doors open. | Emma said that we have about 50 people signed up to our October webinar.  The webinar will be about using public transport again after lockdown. |
| A man intimidating a woman on a bus by leaning towards her. | The social media campaign about our Hate Crime Charter reached 15 thousand people. |
| photo of Christina McKelvie | Emma had a good meeting with Christina McKelvie MSP, who is the Minister for Older People and Equalities.  She has written a blog post about Hate Crime which will go into our Open Door magazine. |
| A woman putting her hand up. She has a speech bubble to her side with a question mark in it. | Janis asked if we could ask the Minister to put forward a parliamentary motion on hate crime.  Emma said that it wasn’t talked about. |
| A woman in a wheelchair clapping and smiling. | Susan thanked Emma for her hard work.  Linda gave her congratulations to the team. |
| A man holding a document so that a second man can see it. | Linda asked if a survey result could be shared.  Emma said that Fiach has some results from the CalMac Ferry project.  She said he is making good progress and may talk with NorthLink ferries soon. |
| Ferry icon from Disability Equality Scotland's Accessible Travel website. | Action Point 4 – Emma will share results from Ferries Accessibility Survey with Linda. |
|  | **Access Training and Engagement Manager Report from Ian**  Ian said he had worked hard on Statutory Consultee Status for the Access Panels.  This would mean that Access Panels must be asked about planning applications. |
|  | Ian said it was exciting to be writing to all MSPs to push this forward. |
|  | He said that a new Youth Access Panel will soon be trialled in the Highlands. |
|  | Ian said that there was sad news with the passing of the widow of the former Chair of Inverness Access Panel.  He also said that it would be good to make a new Accessibility Award in recognition of the former Chair of Ross-shire Access Panel.  The Board agreed. |
| A woman and a man at a table writing. One is helping the other. | **Action Point 5:** Ian will set up the new Accessibility Award. |
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|  | **Annual Calendar of Activities:**  Morven said that performance reviews have been done for October 2020.  Policies are being updated when needed. |
| A woman sitting at a desk with a phone to her ear. There is a computer screen in front of her. | Linda said that she and Morven check the calendar and the finances. |
| A man holding paperwork and a pen. A clipboard showing a large stack of twenty pounds notes is beside him. | **Quarterly complaints**  Disability Equality Scotland had 1 complaint this quarter.  The complaint was sorted out. |
| A photo of 3 people sitting together, all with one hand raised. A red diagonal line crosses them. | **Reflective Learning Log**  1 learning opportunity has been spotted this quarter.  This was to run webinars for longer to let communication support take place.  Webinars have changed from 45 minutes to 90 minutes. |
| A man holding a checklist. | **Finance**  Morven said that we are doing well with our budget at this tricky COVID time. |
|  | **People**  Morven said that it has been hard to keep up with staff meetings while we launch the exemption card campaign.  Easy Read worker Claire Jagger has more hours work now. |
|  | Rhianne said there was a scheme called Kickstart. This allowed someone who was unemployed to be chosen by Disability Equality Scotland to work for half a year, paid by funding. |
|  | Dorothy thanked the staff for all the work they have done. |
|  | Action Point 6 – Morven will look at Kickstart funding. |
|  | **Risk Management**  Morven said that she and Linda look at the Risk Management Log at every Chief Executive Officer review.  There are 8 risk areas at the moment: |
| A pile of notes and coins crossed out with a red diagonal line. | **Risk 05 Finance**.  Not getting enough money.  We are getting funds and doing our work for our funders.  The likelihood stays at 2. |
|  | **Risk 08 People**  Not being able to train staff.  We have a new helpline administrator so likelihood stays at 2. |
|  | **Risk 9 Communications**  This stays at 1. |
|  | **Risk 9b Communications to do with stakeholders**  This stays at 1. |
|  | **Risk 10 IC system**  This moves from 1 to 2 because of the exemption card campaign website. |
|  | **Risk 11 IC system**  This moves from 1 to 3 because of the many phone calls we will take for exemption cards. |
|  | **Risk 12 People**  This has moved from 3 to 2 after a positive staff survey. |
| The coronavirus shape. | **Risk 13 COVID 19**  This has moved from 2 to 1. |
| A man looking concerned, with his hands on the sides of his head and his elbows resting on the table. | **7. Challenges for the next quarter**  Morven talked about the different groups we meet with, including:   * Equality Unit * DPO roundtable group * Transport Scotland |
|  | Morven also said DES is keeping staff safe with only 3 people in the office. Most people are working from home. |
| A woman and a man shaking hands after finding a solution. | **8. Priorities**  Morven said that getting Easy Read work is important. We get about 4 and a half thousand pounds from Easy Read work every quarter. |
|  | Morven also said that she wants more sponsorship across other organisations. |
|  | **Item 6 Today’s Actions** |
| A calender showing the month of October. | **Action Point 1**  Morven and James will use this link to check our website. |
| 2 women sat at a table, talking. | **Action Point 2**  Rhianne will share her contact at Mitchell Library with Morven. |
| 2 women either side of a flipchart. 1 is pointing at the page. | **Action Point 3**  Morven will invite people from the Age and Disability Circle group. |
| A box split diagonally with a person in each half talking, with a phone to their ear. | **Action Point 4**  Emma will share results from Ferries Accessibility Survey with Linda. |
| A woman and a man at a table writing. One is helping the other. | **Action Point 5**  Ian will set up the new Accessibility Award. |
| A hand writing on a stamped envelope. | **Action Point 6**  Morven will look at Kickstart funding. |
| A report with 8 arrows pointing outwards in every direction, to show 'share'.  1 |  |
|  | **Item 7 Board Briefing Paper 1**  Linda talked about the funding sources and team outcomes. |
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| A woman with her finger to her lips, showing 'quiet'. | **Item 9 Anything else?**  No one had anything else to say. |
| A meeting table with 7 people sitting. A thick red line crosses it out. | **The Meeting finished.** |