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| Disability Equality Scotland logo.A group of people meeting around a table. | **Disability Equality Scotland**  Meeting of the Board of Directors |
| Calendar pages showing 26 January 2022. A man uses a Zoom screen to chat on his computer to 2 smiling waving people on a screen. | 26 January 2022  at 10am on Zoom |
| Grey silhouetted heads around a question mark. | **Who was there?** |
| **Directors**   * Linda Bamford – Convener * Scott Stewart * Kenny Milne * Colin Millar * Dorothy McKinney * Maureen Morrison |

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| Grey silhouetted heads around a question mark. | **Staff**   * Morven Brooks – Chief Executive Officer * Emma Scott – Deputy Chief Executive Officer * Ian Buchanan – Equality and Access Manager * James Davidson – Communications and Research Officer * Alistair Bruce – Access and Engagement Coordinator |
| Grey silhouetted heads around a question mark. The image has been crossed out with a diagonal red line. | **Who could not come?**   * Carolyn Wilson-Smith – Director * Rhianne Forrest – Director * Lauren Asher – Director   Lauren joined the closed session. |
| A woman signing 'welcome' in British Sign Language. | **Welcome**  Linda welcomed everyone to the meeting. |
| 3 people sat reading the same documents. | Linda checked that everyone had had their board papers in enough time.  Everyone agreed that they had got their papers in enough time. |
| A man holding a page with a red cross on it, and his thumb down. Next to him, separated by an ellipsis, is a second image of the same man. This time it is larger, he his holding a page with a green tick and his thumb up. | **Are the Minutes of the last meeting right?** |
| Scott said that on page 9 it said that ‘most calls’ to Disability Information Scotland were about hate crime. But he would like it changed to ‘many calls’. |
|  | Everyone agreed that the minutes of the last meeting were right. |
|  | **What actions still need doing from the 27 October 2021 meeting?** |
| A page showing 3 tick boxes next to text. The first box is ticked in green. | Morven said that all actions have been done.  She asked Ian and James to tell everyone about Action 1 and Action 2. |
| A report with blue arrows radiating out from it, to show 'share report'. | **Action 1**: Ian will share the Access Language Seminar report.  This has been done. |
| 2 hands typing an email on a tablet screen. | **Action 2:** James will get in touch with the ‘The Promise’ team to talk about our work and young members.  This has been done. |
| A meeting table with people raising their hands to vote. | **Action 3:** Morven will sort out the voting for the new Convener and Vice Convener roles.  This has been done. |

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|  | **New Members** |
| A data protection law document next to a tablet and a USB. Below is a woman on a screen with her finger to her lips to show 'confidential'. | Morven told everyone about why we need to clean up our database of people’s contact details from time to time. |
| A group of smiling people. |  |
| Morven said that 72 new members have joined between 1 October 2021 and 30 December 2021.  We now have a total of 1 thousand 3 hundred and 77 members. |
| A woman with her thumb up and a green tick. | Linda asked if everyone was okay with the new members joining.  Everyone said they agreed. |
|  | **Update by the Chief Executive Officer (CEO) Morven** |
| Morven said that Ian’s Access Language seminar report had raised an issue.  The issue was about using the words ‘proper training’. |
| A relaxed group of people chatting together. | This isn’t true of all Access Panel members because people have different experience. |
| A woman pointing to a flipchart. | Morven said that Disability Equality Scotland have been training Access Panels with the DEAL course for 2 years. |
| A woman thinking with a guidance signpost to her side. | Morven said that we have checked with:   * lawyers * Equality and Human Rights Commission   that it’s okay to say ‘Access Audit’. |
| The NHS24 blue logo and the blue circle logo for Disability Equality Scotland's Access Panel Network. | Morven said that we are working with NHS24 and some Access Panels.  The work has some agreements so that everyone knows what will happen. |
| A large pile of 10 pound notes. | Morven said that the money from this work will go into an Access Panel grant fund that all Access Panels can ask for. |
| A woman thinking, with a guidance signpost to her side. | Linda said that there was more guidance about how to assess an accessible place.  The guidance is from:   * Public Health Scotland * Improvement Service Scotland |
| A man sharing a document with a younger man. | Linda said there was a project called Shaping Places for Wellbeing Programme.  Ian said he would tell Access Panels about it. |
| A laptop with the screen showing 'click; and a cursor finger. | The website is at [Shaping Places for Wellbeing Programme | Improvement Service](https://www.improvementservice.org.uk/products-and-services/consultancy-and-support/shaping-places-for-wellbeing-programme) |
| 3 young people stood together, smiling. | Linda said she had thought about the youth membership’s work on the Year of Stories.  She thought we could ask young members about their experiences using the free bus travel for under 22 year olds. |
| 2 girls sat writing or drawing at a table. A woman leans over supportively. | James said that accessible transport was part of the form sent to young members. He hoped we will get to hear some experiences. |
| A spiral bound Work Policy document with a woman pointing to a list of numbered points on the front. | Morven said there was a change to the Sickness and Absence Policy. |
| A hand signing a page with the letters 'RJ Smith'. | It used to say that staff could sign their own form to say they were ill for 7 days.  But now staff can sign their own form to say they are ill for 28 days.  This is also called **self certification**. |
| A GP working at her desk. | Dorothy asked whether this was just for a while.  Morven said it was just for a while, to help doctors after the pandemic. |
| A photo of Emma Scott. Below her is an image of 2 women at a flipchart with the date 28 February on the flipchart page. | **Report by Operations Manager – Emma** |
| Emma said that the Easy Read training course will begin around 28 February 2022. |
| A group of people sat informally around a table, with the word 'plan' below them. | Emma told everyone that the plans to host a Disability Roundtable have stopped for now.  Instead we are thinking about asking members about the Disability Delivery Plan. |
| The blue and white Transport Scotland logo of crisscrossing rails and roads. | Emma said that the next Transport Scotland webinar is on 24 February 2022.  We hope to have many different types of transport organisations there to answer questions. |
| A police station building shape with a smiling female police officer at a desk. | Emma said she and Fiach met with the new Police Scotland link person.  But this changed and now the link person is Police Constable Rose again. |
| A man sitting listening to a woman talk. | Police Constable Rose has made the training documents.  Fiach is collecting hate crime experiences from disabled people. |
| A hand holding a card up. | Emma said that the new contract for the face coverings exemption helpline begins this week.  Lots of digital cards are being downloaded. |
| A train station with a questionnaire to one side. | Emma said that there had been a weekly poll about ScotRail closing many ticket offices.  250 people answered the poll. |
| 3 people sat together holding a document up. They look serious and their thumbs are down. | 19 out of every 20 people who answered did not want the ticket offices closed. |
| A woman and a blind woman walking through train station ticket barriers together. | Emma said that many disabled passengers don’t just want staff at stations so they can buy tickets.  Many want staff there to feel safe and supported.  We have told ScotRail what our members think. |
| A large pile of 10 pound notes. | Linda asked if Transport Scotland’s funding is clear yet.  Emma said we are hopeful for funding.  Extra information after the meeting had ended – Ms Gilruth is the new Minister for Transport now. |
| A woman smiling on a screen with lots of other people in small screen boxes. | Linda said that she had joined the webinar about passenger assistance cards.  Lots of people there said that transport staff just don’t know what these cards are for. |
| The Thistle Assistance logo and wording. | Linda said she was worried about Thistle Assistance.  Instead of collecting feedback, the success seems to be about how many cards are sent out.  Emma said that Disability Equality Scotland have told Thistle Assistance about this in the past. |
| A photo of Ian Buchanan.  An interview table with one man sitting opposite 3 smiling people. | **Report by Equality and Access Manager – Ian Buchanan** |
| Ian said he has an interview with the National Register of Access Consultants. |
| A clipboard with a green tick. | Ian said that the Section 10 funding application is nearly ready to send.  He is also getting ready to lead some consultations with Access Panels. These will be about the National Planning Framework. |
| A group of people meeting around a table. | Ian said he is organising the Cross-Party Group on Disability meeting about the Disability Employment Gap. |
| A woman with her hands clapping above her head, in congratulation. | Linda said Ian had done really well.  She asked for an invitation to the Cross-Party Group meeting. |
| 2 people's hands shaking. | Linda said she thought that the partnership working agreement will be helpful. |
| 2 men standing with a flipchart. | Morven said that Ian is going to run a mini DEAL training course to Disability Equality Scotland staff and directors.  After that he might run it for Disability Information Scotland’s staff. |
| Monthly pages from a calendar. | **What is happening this year** |
| Linda asked if everything was on target to be done on the annual calendar. |
| A hand filling in a long detailed application form. | Morven said that we are applying for:   * Section 10 funds * Transport Scotland funds   When we hear from them, we can set the yearly budget. |
| The DES Easy Read Hub logo of a lime green square with a woman inside holding an Easy Read document. | **Complaints**  Morven said there had been no complaints.  There had been good feedback about the Easy Read service. |
| Someone ticking on a clipboard. | **What we have learned**  Morven said that we could be assessed at any time for our finances and the way we handle money.  So we are looking at our finances and the ways we handle money. |
| A woman holding a large green document file. | Linda said that new inclusive communication laws and the Public Sector Equality Duty were important.  They link to our Easy Read work. |
|  | **Money** |
| A pile of cash, a calculator and a hand. | Morven said that we have 92 thousand pounds saved.  We want to have 6 months costs saved. |
| 3 people sat reading the same documents. | Morven said there will be a Fundraising Paper to share at the next board meeting. |
|  | **People** |
| A square split in half diagonally. A man on one side holds a phone to his ear. A woman on the other side holds a phone to her ear. | Morven said that the team works well and keeps closely in touch wherever staff are working. |
| 2 people sat chatting at a table. A cross sign to mean 'and'. A woman using a Zoom screen to talk to others online. | Linda said that other disability organisations are worried. They are worried that after COVID-19 has ended, events will go back to being face-to-face.  But this is not always easy for disabled people.  She asked if Disability Equality Scotland could run events that were both online and face-to-face. |
| A collection of photos of groups and individuals looking relaxed. Surrounding them are purple speech bubbles. | Morven said that we can ask our members this through a weekly poll and follow what they ask for. |
| A magnifying glass. | **Risk Management - things that might cause problems**  Linda said that there was 1 risk being looked at – finance.  This has moved to 3 because some funding is not yet certain. |
| A bar chart with a red line. | Our risk score has come down to 5 now. This is good. |
| A woman using a laptop at a desk. | **What do we need to do in the next three months?** |
| Morven said that she is writing a briefing paper about Fundraising. |
| 4 women looking serious. | Linda said that Pam Duncan-Glancy MSP had asked the First Minister about the distance aware badge scheme.  The problem is that it labels disabled people. |
|  | **What actions need to happen from today’s meeting?** |
| A clipboard with a green tick. | **Action 1**: Morven will make sure that positive feedback is also shared in board meeting paperwork. |
| A clipboard with a green tick. | **Action 2:** Morven will share the Fundraising Briefing Paper at the next Board Meeting in April 2022. |
| A clipboard with a green tick. | **Action 3:** Ian will share a useful Tool and Programme with the Access Panel Network. |
| A man and woman shaking hands with the words 'thank you' between them. | **Any Other Business**  Linda thanked Emma for her Motivation Monday emails. |

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| 2 people waving and smiling. | **The Meeting Ended** |
| Linda thanked everyone for coming and the meeting ended. |
| 5 people sat discussing around a table. | After the meeting there was a closed session. |
| A man and a woman both looking at and pointing to a page of different people's faces. | The Board talked about choosing a new Convener and a new Director.  Linda said she would help the new Convener settle in. |
| 3 people sat at a table with documents. Their thumbs are up and they are smiling. | Everyone agreed how and when choosing a new Convener and Director will happen. |