



Disability Equality Scotland

Board Meeting

Tuesday 29 October 2019 10am

Scottish Prison Service, Falkirk.

Who was at the meeting?

Linda Bamford - Convener

Dorothy McKinney – Vice Convenor

Scott Stewart - Director

Kenny Milne - Director

Disability Equality Scotland Staff:

Emma Scott - Operations Manager

James Davidson - Communications and Research Co-Coordinator

Alistair Bruce - Events, Training and Membership Administrator

Amanda Hyndman - Administrator

Observer: Becca Stewart - Work experience with Disability Information Scotland

Who was on Skype?

Maureen Morrison - Director

Susan Fulton – Director

Morven Brooks – Disability Equality Scotland Chief Executive Officer

Item 1 Welcome and Apologies



Linda welcomed everyone to the meeting.

Linda said some papers about the closed session in July went to Directors.

They must not talk about these at today's meeting.



Apologies from Colin, Carolyn, and Janis.

Carolyn has been receiving treatment and hopes to come back to the Board in January 2020.



Linda said the meeting papers went out two weeks before the meeting.

She asked if everyone had enough information and time to make decisions.



Everyone said they had enough information and time.



Item 2 Minutes of last meeting

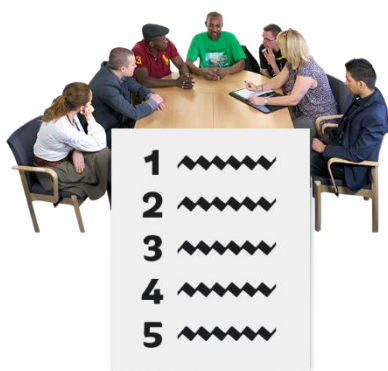
The minutes of the July 2019 Board Meeting were agreed.



Morven and Linda have taken out information about the closed session so the minutes can be shared.

There will be an easy read version.

Item 3 What do we want to do at this meeting?



1. Cover governance (how we work).
2. Money.
3. What do we need to worry about?
4. How we work
5. How do we find new Board members?
6. How do we record the things we need to worry about?
7. Agree the minutes from the Annual General Meeting on 17 September 2019.



Item 4. What still needs to be done?

Action 1. Morven said Glasgow Council for Voluntary Services can give the same training to directors at the Pentagon Centre.



Action 2. Morven will make a Governance newsletter in December for Directors.

She will ask Glasgow Council for Voluntary Services for top tips.



Action 3. Is approved and minutes will go on the website.

Action 4. Has been done.



Action 1: Dorothy asked Morven to send a thank-you letter to the Clackmannanshire Third Sector Interface for their help over the years.



Item 5: New members

From 30 April to 9 October 2019 we had 76 new members - 70 people, 4 businesses and 2 access panels).

All applications were approved by the Board.

Item 6 Chief Executive Officer's Update

1. Operational Activities



Morven spoke about her report and asked if there were any questions.

Linda asked about the application to the Workplace Equality Fund which was not successful.



Linda ask if this would this make a difference to Access Panel training? Morven said it would not.

The funding comes from Section 10 (Scottish Government).



Susan asked if the staff who left the organisation got cards and flowers.

Morven said yes, and everyone had gone out for a leaving lunch together.



Item 6 Board Briefing Paper 2

The Board talked for two hours and decided the Disability Equality Scotland office will move to the Pentagon Centre in Glasgow.



Morven said how long this would take and that she would have a staff meeting tomorrow.

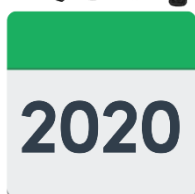
Redundancy will be offered.

Travel costs will not be covered.



Morven gave information on how people become Directors and how they leave (retire).

She said how long each Director has left in the job.



This information will be in the Chief Executive Officer's report in April and October 2020.



Scott asked if there were plans to fill the two spaces on the Board.

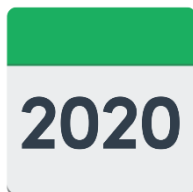
Linda said it would be good to have some younger people on the boards, especially aged 18-24.

Morven said there might be people from the Youth Access Panel in Alva.



All Directors said they would be happy to be a mentor for any new young Directors.

A mentor is someone who helps you when you start something new.



Action 2: Morven will add reports on how we find new Board members to the April and October 2020 Board papers.



Action 3: Morven will work with James and Alistair to make an advertising campaign for young members and Directors.

Operations Manager's Report

Emma gave her report and asked for any comments or questions on the report content.

Linda said it was good that:



- we were working with the Scottish Ambulance Service
- a lot of people came to the Accessible Travel Regional Action Forum in Ayrshire.
- Transport Times are sponsoring an award at the Scottish Transport Awards 2020.
- lots of people give answers when the weekly poll is about transport. This shows it is important to a lot of members.



Linda asked if the Hate Crime Charter could keep going after December.

Emma said she is talking with people running the charter to see if this can happen.

Access Training and Engagement Manager's Report

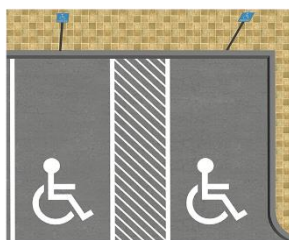
Ian is working in Aberdeen.

Morven said Ian got good feedback on the DEAL training.



We must give the Access Panels training with the resources we have.

Dorothy asked why not many people came to the Access Panel Conference and if accessibility was a problem?



Morven said the building was accessible, but parking was a problem.

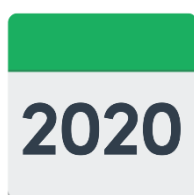
Some panels said they could not travel to Glasgow for the event.

Some people said it was later in the year than it had been before.



Susan said we could use Webinar software, where people can see the conference on their computer and type questions.

Morven will find out more about this.



Action 4: Ian and Morven will tell people the date of the 2020 Access Panel Conference earlier.



Action 5: Morven will find out more about webinars for all events.

1. Annual Calendar of Activities



Morven will do a Strategy plan and bring it to the Corporate Sub Committee in December.

It can be approved at the January board meeting and be ready for April 2020.



Dorothy asked when the next Corporate Sub-Committee meeting will be as the calendar said 2021.

Morven will look at the meeting times and who is on each sub-committee.



Action 6: It was agreed that the Corporate Sub Committee would meet after the January Board meeting.

Morven will let people know the dates of Corporate sub-meetings.

2. Reflective Learning Log – what have we learned from events?



Morven said we must look at how we have interpreters at events.

Susan said we must meet our equality duties about interpreters at events.

3. Finance (money)



Morven said Disability Equality Scotland had a good amount of money, that money from funders was coming in and easy read jobs were bringing money in.

People talked about using Equality Unit pages for Disability Equality Scotland documents.

Morven will find out more.



4. People

No questions were asked about this part of the report.



5. What do we need to worry about?

Linda said the risk to Disability Equality Scotland will stay the same at six points.

6. What will be difficult in the next 3 months?



- Making sure we have enough money for what we want to do in the future.



- Building up relationships with ministers.
- Building better relations with Orkney Council.
- Finding out how well people are doing in their jobs.

7. What are the most important things to do?



- Get a draft of the Strategic Plan to the Corporate Sub Committee by December.
- Get more money from Easy Read
- Use the Company Handbook.
- Start working with the 'How We Do Things' handbook.
- Support staff with training and finding out how well they are doing.



Item 7: Approval of Draft Annual General Meeting Minutes from 17 September 2019

Scott liked the short minute of what was talked about at the AGM.

Susan asked from the words “fully accessible” to be changed to





“as accessible as they could be” about the Pentagon Centre, Glasgow.

Action 7: Morven will change the minute and send it out

Item 8 Anything else?

There was nothing else and the meeting was closed.



