

Final Version



Disability Equality Scotland

Meeting of the Board of Directors

Tuesday 30 April 2019 10.15am

Scottish Prison Service

Newlands Road

Brightons, Falkirk, FK2 0DE

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| Attending: | Linda Bamford (LB) Dorothy McKinney (DMK) Kenny Milne (KM) Janis MacDonald (JM) | Convener Vice Convener Director Director |
| Skype: | Maureen Morrison (MM) Steven McGhee (SMG) | Director Director |
| Staff: | Morven Brooks MBr Emma Scott (ES) Ian Buchanan (IB) James Davidson (JD) | Chief Executive Officer Operations Manager Access Training and Engagement Manager Communications and Research Co-Coordinator |
| Minutes: | Maeve Bain (MB) | Senior Administrator |

Item 1 Welcome and Apologies

LB welcomed everyone to the meeting.

Apologies had been received, in advance, from Colin Millar, Carolyn Griffiths, Susan Fulton and Scott Stewart

LB confirmed that there would be a closed Board session after the main business on the agenda.

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LB stated that all papers had gone out 2 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

LB acknowledged that Susan Fulton had requested an amendment of one item regarding the wording on page 8 and requested that it stated:

SF advised that Access Panels were not NRAC (National Register of Access Consultants) qualified and as such, should not carry out audits due to the potential legal situation Panels could find themselves in, only access walk-throughs as a person with lived experience of disability.

This was agreed by all.

Two actions were picked up from the minutes that had not been captured in the action table.

Action 1 - LB noted that MBr would arrange for SF meeting staff via Skype to allow her to familiarize herself with their remits, and

Action 2 – LB noted that MBr would take forward the monthly governance newsletter/top tips with the board

MBr agreed to action both these points.

After the agreed amendments to the January 2019 minutes, the Board approved the content and accuracy and that all other outstanding issues had been addressed.

Proposer of minutes DMK
Secunder of minutes JMD

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

1. Sign off outstanding actions from the 23 January 2019 board meeting.
2. Cover areas of Governance to support and protect the future of the organisation. This would be covered within the CEO report, under agenda item 6 and within the closed session by way of Board Briefing Paper 1 and the Directors update from OSCR.
3. Collectively discuss and made decisions to progress the business needs of the organisation.

Item 4 Outstanding Actions for sign off by CEO and Board

- Action 1** MBr stated that the Access Panel (AP) Survey was in progress and 20 responses had been received. Returns would be analysed and collated to inform discussions at this years Access Panel Conference and to identify any areas of support Disability Equality Scotland to provide to APs.
- Action 2** It was agreed this action was now complete.
- Action 3** This action was still in progress and should be approved at today's Strategy Sub Committee.
- Action 4** It was agreed that this action was complete.
- Action 5** This action was in progress with a provisional date of 30th July 2019, for Directors' Induction with CTSI
- Action 6** It was agreed that this action was complete.
- Action 7** It was agreed that this action was complete
- Action 8** It was agreed that this action was complete. A letter wasn't required as all necessary information was in the email sent from LB to MBr pre pilot.

Action 9 This action was still in progress and would be discussed further at the strategic sub group meeting following the board meeting.

Action: DMK reminded MBr to circulate the Hints and Tips paper on Inclusive Communication

Item 5 Approval of New Members

One Corporate and 31 Individual applications had been received. All applications for membership were approved by the Board.

Item 6 CEO's Update

1. Operational Activities

MBr tabled her report and invited any from the Board:

MBr stated that the organisation is now registered with the PVG Scheme, through Volunteer Scotland. She pointed out that, currently staff do not require Disclosure however, disclosures would be undertaken if ever needed.

MM stated that her organisation was updating their policies and procedures and, when complete, she could help on the PVG Disclosure process.

Operations Manager's Report

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

DMK acknowledged the work with the First Minister's National Advisory Council on Women and Girls.

LB acknowledged the increase of page views to the Accessible Travel Hub and added that the 2 nominations for Scottish Transport Awards were very positive. She congratulated the staff team for this achievement.

Access Training and Engagement Manager

IB spoke to his report and again asked for any comment or questions from the Board. He highlighted that the first Youth Access Panel, Alva Academy were “up and running” and that they had attended the Parley at the Parly event. He also mentioned their up and coming Disability Awareness Day.

LB asked Ian if he would consider discussing the abuse of accessible parking bays/blue badge parking with the primary school students. LB explained that an awareness raising campaign to try to tackle the abuse of accessible parking bays was needed (Nationally) and that she thought there may be an opportunity to ask the Youth Access Panel if there was any prospect of work with Alva Primary to discuss the impact abuse of accessible parking bays have on disabled people’s ability to get out and about. She reflected that young people were excellent educators and normally they cascade their learning to family and friends, and this would be an opportunity to raise awareness of the issue.

LB congratulated the Access Team on their successful event, Parley at the Parly and IB related that Jeremy Balfour MSP had invited the team back to the Parliament to act as the secretariat for the Cross-Party Group on Disability.

The Board congratulated the staff team on this and raising the profile of Disability Equality Scotland with Minister to assist with delivering the organisations vision of full access and inclusion for disabled people in Scotland.

IB related that he had recently launched the new East Ayrshire Access Panel.

The Board welcomes the new AP and members.

2. Annual Calendar of Activities

MBr confirmed that the new funding had been received and the new financial year budgets had been set. MBr had liaised with Colin Miller (CM), Board Treasurer during this process.

A discussion ensued on changing the layout of the Annual Report to better reflect our achievements throughout the year and to highlight our key messages to members and stakeholders. It was thought that a streamlined

Annual Report would be more appealing to stakeholders albeit there had to be a balance that evidenced achievements.

Action: MBr. agreed to have a draft AR to the Board by June 2019 with the intent of any amendment prior to the July Board meeting to allow the Board to “sign off” the report in time for dissemination to members for the AGM.

3. Reflective Learning Log

MBr stated that the organisation needed to review their use of Eventbrite for events, as it has been noted that some attendees are just turning up on the day, without having stated their access requirements in advance.

Also, some delegates also asked for BSL Interpreters, did not even turn up for the event so the Interpreter had a wasted day when their expensive services could have been used elsewhere.

ES stated that one of the more recent events was overbooked and a reserve list had been collated. As nobody cancelled, the reserve list was not used although on the day more people could have attended to offer their input, as several attendees who had booked didn't turn up.

Action: MBr agreed to work with the staff team to review the procedure and identify improvements to the process.

4. Finance

MBr stated that herself and MB had been in regular contact with the Accountant, the finances had been well managed and there were currently no areas of concerns.

5. People

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

6. Risk Management

MBr identified four risks that had decreased; therefore, there were now no very high or high risks to the organisation. She added that the Finance risk will continue to fluctuate due to the funding structure from the Scottish Government but the process and systems in place for risk management was allowing for early indicators of potential risks to enable the CEO and Board to agree how to eliminate, mitigate or manage any consequences.

7. Challenges for the next quarter

- Presentation of the draft Annual Report
- Process 46 applications for the Easy Read position. DMK offered guidance regarding contract for Easy Read Worker role.

Item 7 Communications Strategy

The Communications Strategy had been signed off by Strategic Sub Group and was approved by the Board. It was confirmed that this would be a “live” document.

Item 8 Confirmation of Today’s Actions

1. MBr to share Hints and Tips on Inclusive Communication
2. MM to send MBr the updated policies from Volunteer Scotland
3. MBr to prepare a draft of the Annual Report and Accounts to circulate to the Directors by June 2019 to allow the Board to make comment and be in a position to “sign off” at the July 2019 Board Meeting
4. DMK to assist MBr with the contract for the new Easy Read position
5. MBr and IB to follow up the invite to Christina McKelvie. MSP, Minister for Older People and Equalities, as keynote speaker at the 2019 Access Panel Conference.

Item 9 AOB

KM discussed the lack of accessible private hire coaches, from a personal perspective and also the impact on the wider community.

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ES stated that she would look for opportunities to organise and facilitate an event in his area (Ayrshire). She confirmed that she would invite the local Access Panels and private coach providers to discuss issues and potential solutions that would be of benefit to all concerned.

JMD discussed the Cross-Party Group on Deafness, an inclusive communications event, which was happening on 5 June 2019 in the Scottish Parliament. MBr stated this would be a good opportunity to recruit Inclusive Communications Champions.

LB stated that Christine McKelvie, MSP, Minister for Older People and Equalities, could be a potential speaker for the upcoming Access Panel Conference. MBr and IB agreed to follow this up.

Item 10 Closed Session

Item 11 Close

Minutes reviewed and agreed: 30 July 2019

Proposed: LB
Seconded: MM

Signed:

A handwritten signature in black ink, appearing to read "Linda Bamford", is written on a light-colored rectangular background.

Linda Bamford, Convenor