

FINAL APPROVED

Disability Equality Scotland

Meeting of the Board of Directors

Wednesday 29 January 2019 10.00am

Buchanan Room

Pentagon Centre

36 Washington Street, Glasgow, G3 8AZ



**Disability
Equality
Scotland**

Attending:	Linda Bamford (LB) Dorothy McKinney (DMK) Scott Stewart (SS)	Convener Vice Convener Director
Skype:	Maureen Morrison (MM) Susan Fulton (SF)	Director Director
Staff:	Emma Scott (ES) Ian Buchanan (IB) James Davidson (JD) Alistair Bruce (AB)	Operations Manager Access, Training & Engagement Manager Communications and Research Co-Coordinator Events, Training and Membership Administrator

Item 1 Welcome and Apologies

LB welcomed everyone to the meeting and new building. LB confirmed there would be no closed session of the meeting.

Apologies had been received from Morven Brooks, Kenny Milne and Janis MacDonald.

No apologies were received from Colin Millar or Carolyn Griffiths.

LB stated that all papers had gone out two weeks in advance and asked those participating if they felt that 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 October 2019 minutes.

Proposer of minutes SS

Seconder of minutes DM

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

1. Sign off outstanding actions from October 2019
2. Governance training (via CEO update: Operational Updates, People, Finance, Risks, Strategy)
3. Make decision to support operational activities – approve areas for discussion/advancement by the strategic subgroup (agenda/papers previously circulated to the strategic subcommittee to discuss Funding/Contingency Planning, Draft Strategic Plan 2020-2023 and Recruitment Plan for Young Directors).
4. Agree any individual tasks with timeframes.
5. Finish on time.

Item 4 Outstanding Actions for sign off by CEO and Board

Action 1 ES stated that we are on a waiting list with GCVS for refresher Board Governance training. She suggested that perhaps we should approach CTSI, whom we had a good relationship and whom had previously delivered the training for Directors and the staff team. It was agreed that this suggestion was welcome and would build on our existing good relationship with CTSI. ES agreed to contact CTSI to see if they could deliver the training and if there would be any costs for using their services.

Action Point 1: MBr or ES to follow up Governance Training with CTSI and GTSI

Action 2 It was agreed that this action was complete.

Action 3 It was agreed that this action was complete.

Action 4 It was agreed that this action was complete.

Action 5 It was agreed that this action was complete

Item 5 Approval of New Members

ES confirmed that there were 16 new members since end of October 2019 - 14 individual 2 corporate. Corporate members are Northlink and Estendio; the latter being a possible future partner. This increase takes us over 800 members, which is a 20% increase from the previous year. LB congratulated the team on the continued sign up of members and encouraged more promotion to meet the 1,000 members mark. She stated that the increase in members was giving DES a louder voice and this could be evidenced from the increased responses to the weekly polls and take up rates for workshops and regional events.

All applications for membership were approved by the Board.

Item 6 CEO's Update

1. Operational Activities

CEO update delivered by ES.

ES explained that DES were still awaiting feedback from the Ferries Fund application. This submission is aimed at taking forward the Hate Crime Charter with new mode of transport (Ferries). If successful, this would mean a new member of staff, and additional hours for AB. LB asked if TS gave any support to this application or if this would have been a conflict within Transport Scotland. ES confirmed that they had not received support, despite it being an extension of the current work. ES confirmed that, if successful, the work on hate crime with Ferries would be a good cross modal link.

In relation to funding, ES reported that DES are being provided with a funding extension for S10 until June 2020. As this was a funding extension at present the organisation would need to continue with the staff redundancy process for those funded by other streams. As well as this section 10 funding this also included staff funded through Transport Scotland.

Action Point 2: IB agreed to share funding stream diagram with the Board.

Operations Manager's Report

ES tabled her report. In relation to the work on Hate Crime she qualified that in terms of potential reach, additional passenger numbers had been recorded as part of the Hate Crime Charter work; 731,402 for Stagecoach and 524,624 for FirstBus. This information will be contained in the briefing paper for the meeting with the Cabinet Secretary for Justice, Mr. Humza Yousaf the following month. ES explained that the poll of members indicated they preferred the ScotRail charter design better. SS agreed; stating that the writing was clear and the message visible.

ES is waiting on final numbers from ScotRail concerning passengers reached within the 11 train stations (where the Hate Crime Charter was displayed) which will inform our application for Transport Scotland.

LB indicated that in her role as Convener of the Mobility and Access Committee for Scotland (MACS) she had attended five ministerial meetings the previous week to discuss Transport to Health and Social Care, amongst other issues. LB formally thanked DES members for the level of return to the polls run on behalf of MACS and thanked Emma for her contribution to date. LB stated that she was waiting for the note from these meetings to be "signed off" and hoped to be able to share this at the MACS Development Day on 12 March 2020, which DES were invited to.

Access Training and Engagement Manager

IB presented his report. IB agreed that the attendance for last Access Panel Conference was poor but he was hoping to host the 2020 event at the Radisson Blu in Glasgow – he had contacted the venue for a price. Due to scheduling, the Access Panel Conference would have to be a Tuesday for the Minister for Older People and Equalities, Ms. Christina McKelvie MSP to attend as keynote speaker.

To avoid unnecessary costs the Board asked that other potential venues be looked at. LB suggests Motability may have a room at their new call centre at Edinburgh Gateway and that this could be explored as it would be free of charge.

Action Point 3: ES and IB agreed to make inquiries into venues for the next Access Panel Conference.

2. Annual Calendar of Activities

LB indicated that MBr would work on finalising the Strategic Plan by end February 2020. This would follow any further amendments or additions as a result of the Strategic Sub Group Meeting, which followed the Board meeting. MBr would meet with LB to do an end of year performance appraisal. Prior to this MBr would “lift the KPIs from the Strategy to allow for discussion and agreement at her end year appraisal and then for some of these KPIs to be devolved into the staff team’s objectives”

It was noted that some policies were due for renewal in the next quarter of 2020. It was confirmed that this would be light touch review rather than anything major.

ES confirmed the last member’s survey was circulated in August 2019 and the next survey will start to be designed in May/June 2020.

Action Point 4: MBr to make changes to the Strategic Plan and finalise by end Feb 2020

Action Point 5: MBr to define KPIs from strategy to discuss at end year appraisal on 24 March 2020. Forward to LB by 10 March 2020.

Action Point 6: MBr to include information on Directors appointments/retirement dates for April Board.

3. Reflective Learning Log

SS asks how much notice was given to Access Panels to submit information for the Parliament event? IB reported that Panels had several months notice, but due to their very nature, he did not get as much engagement as hoped.

Regarding continued funding, IB confirmed he was thinking about writing up a social return on investment for the Access Panel Network to include on funding applications to demonstrate the value for money that panels provide.

4. Finance

ES stated that the current finances were healthy in terms of balancing money in from funders against spends. The organisation was running very efficiently. ES explained that funding claims were in on time and that easy read jobs were

FINAL APPROVED

scheduled, which would boost unrestricted funds. LB stated that some money has been left in the working account (as a contingency measure) should we need to use it for staffing costs as a result of delayed notification from funders (to cover up to 4 weeks) due to the position with the delayed budgets. LB confirmed that the SG would be confirming its 2020/21 budget on 6 Feb 2020, ahead of the UK Government's delay until mid March 2020.

5. People

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

6. Risk Management

DES05 – LB explained that this risk has increased in likelihood from a 2 to a 4 due to the position with budgets and the delayed notification from funders. LB explained that as soon as a risk moves to a red risk (very high) good practice is to have contingency plans (to manage, reduce, mitigate or eliminate the risk) and business continuity plans – to respond to the risk from an organisational perspective. LB confirmed that:

1. Redundancy process had now been implemented and communicated with staff.
2. Discussions are in place with funders and contingency planning in place.
3. Business continuity plan/actions would be discussed with Strategic sub-group – i.e. what we would stop, how we fund a temp extension.
4. Reserves currently has £40,796.37 with an additional 5k in working account to mitigate potential financial risks through any potential redundancies or short extensions (no more than 4 weeks) to contracts given late government budget announcements.
5. Recent dialogue with funders promising.

LB explained that she had discussed the above with MBr and ES as soon as the risk had been elevated due to the increased likelihood.

LB explained that these plans would stay active until the risk reduces from red. i.e. to a score of under 20.

FINAL APPROVED

LB confirmed that the overall organisational risk score remains at 6 (due to finance) and the one red risks had control plans and measures in place.

LB asked if everyone understood the current position and was comfortable (in terms of risk management and governance) that all necessary actions were being taken.

All agreed that the current action were sufficient in the circumstances.

7. Challenges for the next quarter

- Secure funding with partners
- Continue to act on financial/funding opportunities
- Continue to develop new relations / partnership (Ministers, decision makers, disability organisations)
- Managing new roles and supporting and developing staff

Board agrees the challenges.

8. Priorities

- Securing and stabilising funding
- Securing a keynote speaker, venue and date for the APC
- Finalising the Strategic Plan
- Finalising “How we do things” (company handbook)
- Increase the Easy Read income generation
- Support staff with training and performance reviews
- Continue with the implementation of the Company Handbook in like with ELAS.

Item 7 Confirmation of Today's Actions

Action 1: MBr or ES to follow up on Governance Training with CTSI and/or GTSI

Action 2: IB agreed to share funding stream diagram with the Board.

Action 3: MBr and IB to secure venue, date and keynote speaker for Access Panel Conference by mid-March 2020.

FINAL APPROVED

Action 4: MBr to make changes to the Strategic Plan and finalise by end Feb 2020

Action 5: MBr to define KPIs from strategy to discuss at end year appraisal on 24 March 2020. Forward to LB by 10 March 2020.

Action 6: MBr to include information on Directors appointments/retirement dates for April Board.

Action 7: DMK to send an email and make a connection with ES and The Donaldson Trust

Item 8 AOB

DMK updated that she had attended an event at Scottish Parliament on invite from The Donaldson Trust. She explained that they are keen to rebrand as the Scottish experts in Neurodiversity. They are keen to establish new partnerships and she thought this would be a positive and beneficial partnership for DES to progress. DMK agreed to send an email and make a connection with ES and The Donaldson Trust

Action Point 7: DMK to send an email and make a connection with ES and The Donaldson Trust

IB updated that he was delivering training to St Enoch Centre, and Scouts and South Lanarkshire Council have been in touch regarding disability awareness training. IB offered to deliver this training to MACS to gather feedback from the MACS Committee.

JD explained that he was looking into video content and animated videos, to attract younger members. SS stated that he has experience using video content software and recommended 'Biteable'. SS also recommended a video produced by 'GetTogether', #Buggy Off, on a wheelchair user's experience of transport. He explained that he had found this to be a good way of communicating experiences of disabled people.

Item 9 Close

FINAL APPROVED

Sub Committee Meeting

Action 1: MBr Make amendments to Draft Strategic Plan 2020-2023 and circulate to full board

Action 2: MBr to prepare a recruitment plan for two new young Directors

Minutes reviewed and agreed: 29 April 2020

Proposed: Maureen Morrison

Seconded: Scott Stewart

Signed:

A handwritten signature in green ink, appearing to read 'Linda Bamford', is displayed on a light grey rectangular background.

Linda Bamford, Convenor