



## **Disability Equality Scotland**

### **Meeting of the Board of Directors**

**Wednesday 29 July 2020 10am.**

**Zoom Meeting using video conferencing.**

#### **Who was at the meeting?:**

Linda Bamford - Convener

Scott Stewart - Director

Susan Fulton - Director

Janis MacDonald - Director

Carolyn Griffiths - Director

Kenny Milne - Director

Dorothy McKinney - Director

#### **DES Staff:**

Morven Brooks - Chief Executive Officer

Emma Scott - Operations Manager

Ian Buchanan - Access, Training & Engagement Manager





James Davidson - Communications and Research Co-Coordinator

Alistair Bruce - Events, Training and Membership Administrator

Shona McEwan - Easy Read Worker

### **Apologies:**

Colin Millar - Director

Maureen Morrison - Director



### **Item 1 Welcome and Apologies**

Linda welcomed everyone to the meeting.

It is our second board meeting on Zoom.



Linda said all papers had gone out three weeks before the 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 April 2020 minutes without any changes.



### **Item 3. Outstanding actions April 2020 Board Meeting**

**Action 1** is closed.

Morven and Janis have made a briefing paper on how well Board members are doing at their jobs.

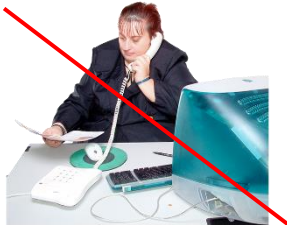
This will be sent to the Board and talked about at the closed part of the October 2020 Board meeting.



**Action 2** is closed.

Morven has talked with Maureen about governance training.

Governance is how organisations work, what they are responsible for and which people are in charge.



Morven has tried to get in touch with Clackmannanshire Third Sector Interface about training but they haven't replied.



Morven will get in touch with Glasgow's Third Sector Interface to see if they can do training and how much it will cost.



**Action 3** is closed.

The Board will talk about young directors later in this meeting.

**Actions 4, 5 and 7** are closed.



### **Action 6.**

This action is about governance issues of an Access Panel.

The Panel are talking with NHS Highland and the Members of the Scottish Parliament (MSPs) involved.

The Board do not have to be involved.

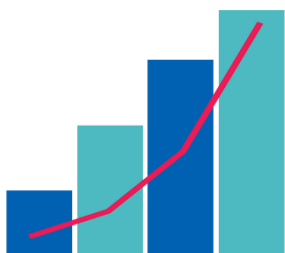
### **Item 4 Approval of New Members**

Morven said 42 new members have joined Disability Equality Scotland after our campaign on face coverings.

All the new members were approved by the board.

1 person does not want to be a member anymore.

We have 836 members (686 people, 114 organisations and 38 Access Panels).



### **Item 5 Chief Executive Officer's Update from Morven.**

#### **1. Operational Activities**

We have a Strategic plan and told people about it.



deafscotland did a British Sign Language video about the plan. It is on our website.



Morven recorded a podcast with the ALLIANCE about our physical distancing poll.



The Annual Report for 2019-2020 has been sent to Board members.

Morven is working with our accountants on the company accounts.

She will then send the final report to the Board.



**Action Point 1:** Morven to give Annual Report and accounts to the Board.



People have been told about the Annual General Meeting.

44 people want to be at the meeting.



Morven met with the Public Health Directorate.

They work with the Scottish Government on how to tell the public about face coverings.

The Directorate think that Disability Equality Scotland are an expert group that they will get information from.



Morven says our webinars have gone well and give people new ways to get involved.

Our weekly polls have been very important to get the views of members.



Morven was on the BBC Scotland news programme The Nine, and on Orkney radio to talk about our face covering exemptions campaign.



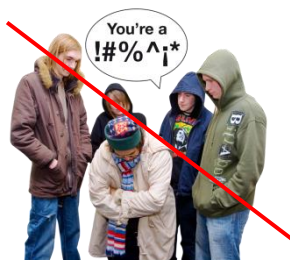
Our social media campaign on face covering exemptions has been seen by lots of people.

An exemption means you don't have to do something.



We are keeping notes of people who call us about exemptions.

People are still being challenged and stopped from going into public spaces.



Disability Equality Scotland can change the Hate Crime Charter to tell the public about this problem and stop harm to disabled people.



Dorothy and Linda said well done to Morven for being on TV and the podcast.



Morven met with Monica Lennon MSP.

They had met before about the physical distancing document and how disabled people are being treated at this time.



Monica Lennon MSP wanted to work on a new campaign but it needed support from all political parties which would take longer.



We should think differently about how we do campaigns and get involved with MSPs.

Our weekly polls and briefing papers are sent to specific MSPs.



In the last weekly poll on reasonable adjustments nearly everyone said shops are not doing enough for disabled people during the coronavirus outbreak.



Some people are being made to wait outside shops in the queue without support, which make them upset and causes them pain.

Shops are not designed well.



Morven wants to find out how changes to one-way systems are difficult for people with mobility issues.

Some toilets are closed, including accessible toilets.



Most stories are bad but there have been some good stories about getting support from staff in shops.

Shopping has been hard for a lot of people, especially people who are hard of hearing.



Carers are being stopped from going into shops with the people they care for.

Disabled people are being asked “why are you out?”

People are worried about the cost of face coverings, and if transport and buildings have enough space.



The poll is a great way of finding out what people think and to give that information to people who make decisions.



Linda said well done to the team for the work on consultations.

We are getting a lot of people taking part.



Kenny got a Police Scotland briefing paper on physical distancing and face coverings.



Police Scotland want people to report every incident when someone is challenged.

Morven said we are doing an easy read version.



Janis said deafscotland are giving advice to shops about how to help disabled people.

She says we should tell the public how many people have an exemption from wearing a face covering.

It could be up to 2 million people.

Morven agrees.



Morven said the Public Health Directorate may make an exemption card from Scottish Government.

Morven told them it should not just be about a card.

It should change how people think and behave. They listened to that advice.

A lot of people in England have asked for cards.

Morven has contacted Disability Rights UK about this.



The Board members talked about exemption cards.



- Janis does not like exemption cards. People who are hard of hearing are now disabled further by society. The Government's messages should have been different.



- Morven and Kenny think a card is a way for people to feel confident when they are out in public.



- Disability Equality Scotland are using social media and telling callers they do not have to show a card to prove they are exempt. It is not a law.



- Kenny think the public need to learn that disabled people do not have to carry cards.
- Ian is worried the cards will be used after coronavirus and this is not a good thing.



The Board had no questions about the Operation Manager's update from Emma.

Linda is pleased more people are taking part in the polls.



She is pleased the staff are keeping in touch with coffee mornings and the Friday quiz.



Dorothy said well done to the staff team and their work.

Dorothy is happy to share her document about mediation sessions.



**Action Point 2:** Dorothy will send mediation facilitation guidance document with team.



Linda asked Ian about Harris Access Panel and Access Panel Grant application for money for wheelchair-friendly beach chairs and mats.

Ian said the Panel are planning to have everything in place to make beaches on Harris accessible for tourist season next year.

Linda thinks this is a great way to help people experience the beaches again.



Linda asked about Caithness Access Panel and how they have managed to adapt during lockdown using Zoom.

Ian is helping the Panel Chair to write about this.



Linda asked if Access Panels could give advice to Visit Scotland.

Ian said they have their own Access process.



Carolyn has a good relationship with Visit Scotland, and knows there are people interested in this.

There were no questions about the Access Training and Engagement Manager's Report from Ian.



**Action Point 3:** Ian will make a document about working with Visit Scotland



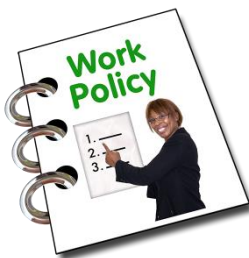
## 2. Annual Calendar of Activities

Morven said all tasks on the Annual Calendar are finished up to 8 July. Only the accounts need to be done for the Annual Report.



Morven and Linda have checked the risk log – things we need to be worry about.

They have checked the company has enough money.



Morven said some work policies need to be changed.

Morven and Emma will look at this and ask Dorothy for help if needed.



**Action Point 4:** Morven and Emma to look at policies and the way we work and ask Dorothy for support if needed.



Janis said Glasgow Council for Voluntary Services could help with looking at services about staff and how we work.

Disability Equality Scotland pay ELAS for that but will look at how much it costs in January.

**Action Point 5:** Morven will look at the ELAS contract in January.

### 3. Reflective Learning Log – what have we learned from our work?

Morven said we did not involve the Access Panels in the Strategic Plan for 2020-23.

We will make sure they are involved in the future.

### 4. Finance (money).

Morven said finances are good.

We have supported Access Panels to use the Access Panel Grant fund for computer equipment.

The easy read service is bringing in regular money.



The Ferries Accessibility Fund did not spend all the money but can spend it in the next 3 months.

CalMac are having more meetings with Fiach to get things moving on the project.

We have kept our sponsors and are looking for new sponsors.

Our relationship with funders has been really strong and all funding grants have been received.



## 5. People

Staff reviews are happening and we have a very strong team.

Everyone is working really well and looking after each other.

We have a team quiz on Friday afternoons.

Team meetings give people a chance to talk about their work.

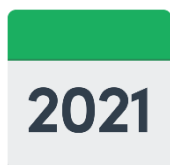


## 6. Risk Management

Linda said the risk of the company not having enough money has gone down by half.

We have funding until March 2021.

Staff are managing to do the work of the organisation in these difficult times.





Carolyn left the meeting during the comfort break to be at an appointment.

The Board had no other questions.



### **Item 6 Today's Actions.**

A reminder of the actions, who is to do them and by when.

### **Item 7 Board Briefing Paper 1: Nominations and Young Trustees Recruitment Plan**

In January 2020, the Board agreed to recruit a Young Director.

Directors are asked to approve:

- the wording of the advert.
- a date that people must apply before.



Linda said there are two things to talk about:

- appointing Directors at the end of the Annual General Meeting
- the way we recruit Young Directors.



Linda asked if she and Dorothy need to be re-elected to the Board for a second term, what the rules say and what the Board are comfortable with.



Janis said most members would want to elect the Directors again at the Annual General Meeting.

She thinks Disability Equality Scotland should have more rules called standing orders that are easier to change.

Scott and Susan think Directors should be re-elected at the Annual General Meeting.



Kenny and Dorothy think it is up to members to decide.

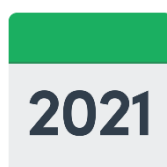
Linda thinks the Board should have shorter articles.

Articles of a Board show how the Board works, what work it should do, and how it is run.



Kenny and Janis agreed there should be shorter articles agreed but that we must be clear on what we believe in and what we stand for.

Linda said we should change the wording of the articles for next year.



**Action Point:** Morven and Board will change articles for next year. This will start in January 2021.



Linda asked if we could use the Annual General Meeting to say we are looking for young directors.

We need to have an advert that will appeal to young people.

She asked the Board how to do this.



Scott thinks advertising the information at the Annual General Meeting gives more time for people to be nominated and we would get someone with the right skills.

Nominated means putting someone forward.



Dorothy thinks we should:

- ask young people to apply for the role and
- ask organisations to nominate people.



Kenny thinks we should advertise the role.

He thinks there will be young people in universities who will see us as a great opportunity.

Scott thinks we should recruit in the same way we do for Directors.

Linda agreed.



We will tell people we will be looking for candidates at the Annual General Meeting and got through the same process as usual.

Morven agrees and thinks we should get in touch with Young Scot and Youth Link.



**Action Point:** Morven will work with the team to make an advert.

She will get in touch with Young Scot and Youth Link for help.



Susan asked what would happen if no-one aged 16-24 applied for the role.

Someone older could be nominated if they had good skills.

Janis said this could be sorted with an Equality Impact Assessment.



Linda asked if the advert can ask for disabled young people or if this would be discrimination.

It would be good to get young carers' experiences and they may not be disabled themselves.



Scott said our rules are that half the board must be disabled people. He asked if recruiting non-disabled young Directors would change this.

Morven said this would not make a difference because more than half the Directors have a disability.

Janis, Kenny and Linda think lived experience of disability is important.



We should be giving disabled people skills for public appointment.

Susan and Dorothy think we should get advice from the Equality and Human rights Commission.

The Board agreed.



Morven will do an Equality Impact Assessment and all the Board members will check it over.

Morven will have it ready before the Annual General Meeting on 25 August.



**Action Point:** Morven will show a draft Equality Impact Assessment about advertising for a disabled person for Young Director role, to the Board before the Annual General Meeting on 25 August.



Morven said there is enough time to check with the Equality and Human Rights Commission before the Annual General Meeting.



Linda said the deadline for people to apply can be the end of October. Morven, Dorothy and Scott will be on the panel to decide who gets the Young Director role.



**Action Point:** Morven will ask the Equality and Human Rights Commission if advertising for young disabled people is discriminatory.



She will do an Equality Impact Assessment, an advert and tell the Board what EHRC said by 12 August 2020.



## Item 8 Anything else?

Linda said Directors want a closed session after October board meeting to look at how subcommittees are working.



Linda thinks the October Board should have an open session from 10am-12pm, comfort break for 30 minutes, then closed session from 12:30pm-1pm.



The Board thought this was a good idea.



**Item 9. The meeting ended.**