

**CARE AND REPAIR SCOTLAND  
MINUTES OF BOARD MEETING HELD ON FRIDAY 25 MAY 2012  
AT THE ETCV, 16 ST MARY'S STREET, EDINBURGH EH1 1SU**

**Present:** David Belfall, Chair  
Richard Grant, Vice Chair  
Stewart Wilson, Region 1  
Judith Leslie, Region 2  
Bev Jones, Region 3  
Les Robertson, Region 4  
Kay Hutcheson, Age Scotland  
Cllr Karen Clark, COSLA  
Hanna McCulloch, Capability Scotland  
Gerry Power, NHS

Robert Thomson, National Director  
Angela O'Brien, Scottish Government (for items 1-5 and 8-14)

**1. Welcome and Apologies**

David welcomed those attending. Cllr Ronnie McColl was unsuccessful in the West Dunbartonshire election and has ceased to represent COSLA on the Board. David congratulated Karen on becoming the new Chair of the Aberdeenshire Council Social Work and Housing Committee

**2. Declarations of Interest**

David encouraged Board members to complete and return the new register of interests form.

**Action: Members are asked to complete the form and return to Robert.**

**3. Minutes of Previous Meeting**

The minutes were agreed without amendment.

**4. Matters Arising**

**COSLA**

Ron Culley has confirmed that COSLA will nominate a new representative to the Board in mid-summer. David said that it would be helpful to have a representative from ALACHO. An

approach would be made to see if this would be possible. The results would be reported to the next Board meeting. If the Board than agreed that ALACHO should be represented, an amendment to the existing Articles would be required..

### **Future Meetings**

A number of Board members have asked that meetings commence at 11.00 in future. This was agreed. One meeting a year will be held in Stirling with the others alternating between Glasgow and Edinburgh.

### **Staffing Issues**

Jim Grant would now remain in post until December 2012 to continue his work on developing a performance framework. As the Scottish Government grant will revert to £130,000 in 2013-14, it was envisaged that the staffing would then consist of the National Director and an Administrator.

### **Regional Meetings**

A new standing item will be added to the agenda to allow regional representatives to report any issues that arise from the meetings. David and Richard will attend regional meetings when possible.

## **5. National Director's Report**

### **Scottish Government**

#### ***Adaptations Working Group***

The Adaptations Working Group will launch a consultation the following week on the emerging themes of its work to test out its ideas and inform its final report.

#### ***Preventative Support Working Group***

This group will continue until June. As part of its remit, the group had to consider how Care and Repair services can be expanded.

### **Local Issues**

Clackmannanshire Council – more stable at present, with discussions taking place between housing and social work departments on future funding arrangements.

Inverclyde Council – has revised the timescale for the tender process.

Moray – Council has taken management of the service in house. The Council will have discussions with Robert about how the service can be structured.

Argyll & Bute – ODS report has been accepted by the Council. The report shows how the organisation can be financially viable for the coming year without the need for any

redundancies. The Council is now working with Care and Repair to strengthen their business and financial planning arrangements.

**Action: Robert to ask offices for feedback on Gerry's letter about the Change Fund. Amanda Britain has posted an analysis on Change Fund plans on the JIT website – Robert to circulate link to Board members.**

## **6. Financial Statement**

David advised that Scottish Government has offered £170,000 for 2012-13 but has intimated that funding will revert to £130,000 in 2013-14. David and Robert met with Angela for a year end review meeting and asked for 3 year funding and earlier notification of the grant award. It is unlikely that either of these requests will be successful. The grant offer letter was discussed and the targets and outcomes noted.

**Action: David and Robert to sign acceptance letter and return to Angela.**

## **7. Business Planning**

The terms of the grant offer were discussed in further detail and it was agreed that there is a need for the Board to develop a 3 year business plan in consultation with the local offices. It was generally felt that the Board should direct the agenda for the future. Some topics for discussion will be income generation, social enterprise, the managing agent model and how to maximise efficiency.

**Action: Board to meet in mid-July for a business planning day. The draft of that discussion will be taken to regional meetings for further input and the business plan will be finalised by December 2012.**

## **8. Regional Meetings**

Regional representatives will be given an opportunity at Board meetings to report on any issues or concerns that arise from the discussions in their regions. It was also agreed that if a regional representative cannot attend a meeting they can nominate someone to take attend on their behalf but the person would be unable to vote on any issue.

**Action: Regional meetings arranged for w/c 28 May, so no issues to report at this meeting.**

## **9. British Legion/Poppy Scotland Proposal**

The Royal British Legion's Health and Welfare Strategy defines what services it plans to deliver to those who have served in the Armed Forces in coming years. A recent merger with Poppy Scotland means that the Strategy will be implemented throughout the UK. Part of the plan involves developing a national handy van service with trusted partners. The Legion likes the ethos of the service because of the additional benefits it can deliver to the service user. Care and Repair national offices in England, Wales and Scotland have had discussions with the Legion and Poppy Scotland about the feasibility of delivering these services.

The Board recognised that there are a number of complex issues to resolve but welcomed the proposal and agreed that this is something we should pursue.

**Action: Robert to discuss operational details at regional meetings and, if each region is in agreement, to continue discussions with Poppy Scotland.**

## **10. Performance Framework**

The Board considered feedback from the performance management system training session held at the offices of EVH on 9 May 2012. The training session was attended by 26 people from 12 Care and Repair offices. Presentations were given by Jim Grant, Policy and Standards Officer Care and Repair Scotland, Andy Todman, Manager of Care and Repair in Dumfries and Galloway, and Nigel Appleton of Contact Consulting.

There was discussion about the challenges in introducing the scheme across 37 offices. It was noted that while we still need to discuss the issue of multipliers with Nigel Appleton, the immediate concern is to encourage and assist offices in accepting the new method of reporting so that we start to collate national outcomes.

**Action: Jim to collate Quarter 1 information and report to Board in August**

## **11. Accreditation System**

Robert reported on the Foundations Quality Mark scheme and asked Board members to comment on specific issues that will shape the model of scheme that we develop in Scotland.

The points agreed were:

- The Contact Consulting report is on the right lines for the scale of services in Scotland
- Any scheme we develop will be based on accreditation of offices and not regulation
- The managing agent will not be part of the assessment process
- Support should be offered prior to a full assessment if we know in advance that the office will fail the assessment
- Offices will have the right of appeal to the CRS Board
- Accreditation can only take place with the agreement and involvement of the funding organisations
- We need to discuss with COSLA how the scheme can be promoted
- There are concerns that if the assessments are carried out by CRS office, it will change the dynamic between the central office and the local offices. The preferred way forward is for an independent assessment with the central office providing a support role
- CRS must take ownership of the scheme
- We need to emphasise the advantages of the scheme to local offices.

No agreement was reached about the following issues:

- The operational model

- How the scheme will be funded

## **12. Conference Report**

The conference evaluation feedback was noted.

**Action: Delegates feedback to be used in planning 2013 conference**

## **13. A.O.C.B.**

There was no other business.

## **14. Date and Time of Next Meeting**

The next meeting will be held on Friday 24<sup>th</sup> August at 11.00am, with the venue to be confirmed.