

**CARE AND REPAIR SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 13th JANUARY 2023
BY ZOOM CONFERENCE CALL**

Present: Gerry Power (Chair)
Ian Graham, Region 1
Angela Brunton, Region 3
Jamie Burgess, Region 4

Robert Thomson, National Director

1. Welcome and Apologies

Gerry welcomed Board members to the meeting and wished them a happy New Year. Andy Douglas submitted apologies. The new board members introduced themselves.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meetings

The minute of the September meeting was approved.

4. Matters Arising from Previous Minutes

Action: Robert to organize the relevant forms with RBS to make Gerry and Angela the signatories on the account.

This item is carried forward and Robert will arrange for the documents to be sent to Gerry and Angela.

Action: It was agreed that Robert would arrange an election for Region 2 to allow for Andy to resign from the Board.

This item is carried forward.

Action: It was agreed that the lack of communication from the auditors is a concern and if there is no progress by 30th September, Robert should make a formal complaint to A9's Directors.

A9 noted the action point when reviewing the minutes. They apologies for the delay and the accounts were submitted to Companies house and OSCR before the deadline of 31 December.

Action: Robert to write to offices and ask which dates would be most suitable for a 2023 conference.

The conference arrangements will be discussed at Item 6

Action: Ian will look at what energy advice is available which could be collated and shared on the CRS website.

This item is carried forward.

5. Administrative Issues

The Financial Procedures document was last reviewed by the Board in August 2019. It was also reviewed by A9 Partnership as part of the recent audit. The Board reviewed each section and concluded that the procedures are robust and do not require any amendment other than the update to the account signatories discussed under Matters Arising.

6. National Director's Report

Conference

Following on from the consultation with the offices we were working to a possible date of 27th April for a conference and exhibition in The Westerwood, Cumbernauld. We also made enquiries about streaming the event. Streaming would require additional costs of £3000 - £4000 additional costs plus the hotel would have to ensure it has a hard wired broadband line which has a minimum 20 mg upload speeds. The hotel was unwilling to confirm this and after discussions about how we could market the event, with exhibitors expressing concerns about the impact streaming might have, we decided to move forward on the basis of a live conference. However the hotel insisted that we paid a deposit that would effectively cover the delegate rate costs for 100 people. We could not guarantee that in April and they had no availability in May.

Robert and Gerry discussed the options and we have agreed that it would helpful to delay the conference until September/October 2023. The offices have been advised about the change and those who responded have indicated that it would suit them better as it moves the conference away from the start of the financial year and the various holidays in April and May. The Board agreed that this was a sensible way forward.

Adaptations

The Scottish Government has recommenced work on the commitments made in *Housing to 2040*, Scotland's first long-term national housing strategy. One of these was to review the Housing for Varying Needs design guide.

Housing for Varying Needs incorporates the '*barrier free*' concept of accessibility and is a key reference document for the affordable housing sector in Scotland.

The guide, which continues to be well-regarded and is still considered to be a good standard, recognises that people's housing needs change through their lifetime and that homes should be flexible as a result. Its purpose is '*...to offer guidance on good practice in the design of all housing, so that newly-built, refurbished or adapted buildings achieve a degree of flexibility, suit people of different abilities, are convenient to use and fit for their purpose*'.

The guide offers detailed technical guidance on the design of dwellings and their fittings. It does not cover the performance of the building shell, nor does it cover aids or equipment that can help people to live independently. The guide recognises however that the design and fabric of dwellings should not unnecessarily inhibit or restrict the future fitting of aids or equipment.

A new working group was set up in October to bring the guidance up to date and Care and Repair Scotland is a member of the group. I have committed to sharing technical discussions with our offices so that we get a national perspective on retro-fitting adaptations.

Falls Prevention Collective

The new 4 Nations Falls Prevention Collective has held its first meeting and agreed that it will pursue four key priorities, which are:

- Deconditioning
- Training and development
- Falls data

- Dissemination guidelines

The National Director continues to attend these discussions, although feels they are heavily jargonised. He has been invited to attend the Lanarkshire falls prevention group on 18th January and will seek to develop further regional connections that can perhaps be passed onto local teams.

Business Plan 2023-26

The current Business Plan needs to be d and updated. In the past, the Board has met for an extended Christmas meeting to discuss the plan. This has not been possible in 2022. The Board agreed that the overall plan is sound but needs updated to reflect policy changes.

Action: Robert will write a draft and discuss with Gerry. It will be submitted to the Board for comments by mid-February with the aim of Board approval in early March.

Scottish Government Review Meeting

The National Director met with three members of the SG Independent Living Team that is responsible for Care and Repair to catch up on progress. He has submitted a final report on the Fire Alarm Funding, together with our signed audited accounts.

SG advised that until there is clarity about the overall SG budget we will not receive an offer of grant funding until nearer the end of the financial year. There is scope in the budget for an uplift to reflect the increasing running costs of the office. SG also asked if CRS would be interested in developing a further project related to Digital Inclusion. They have reviewed the video of the Ayrshire Digital Inclusion Project and advised that they will be in touch if they can access funding.

The Board approved the report.

7. Financial Statement

The financial statement was noted and approved.

Copies of the signed audited accounts were also sent to each Board member. These have been accepted by Companies House and OSCR.

8. AOCB

There were no other items of business.

9. Date and Time of Next Meeting

It was agreed that meetings in 2023 would return to face to face discussions alternating between Glasgow and Edinburgh. We will ensure that there is a facility for Western Isles to join digitally if necessary.

Action: Robert to suggest dates for meetings in 2023.