

**CARE AND REPAIR FORUM SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 21st FEBRUARY 2014 AT
EVH, 137 SAUCHIEHALL STREET, GLASGOW**

Present: David Belfall, Chair
Richard Grant, Vice Chair
Stewart Wilson, Region 1
Andy Todman, Region 3

Robert Thomson, National Director

1. Welcome and Apologies

David welcomed those attending. Apologies were received from Judith Leslie, Graham Barclay, Douglas Edwardson and Gerry Power.

2. Declarations of Interest

There were no declarations of interest relating to the agenda of the current meeting.

3. Minutes of Previous Meeting

The minutes were agreed without amendment.

4. Matters Arising

The revised Risk Register was approved.

Action: Risk Register to be reviewed by Board in 6 months time.

5. National Director's Report

Scottish Parliament Reception

Following the reception, Kenneth Gibson MSP sent out the Age Scotland Hot Tips calendar to his over 60s constituents with a covering letter recommending Care and Repair. David has asked Jackie Baillie to submit a Parliamentary Question regarding how much health funding goes to Care and Repair.

Highland Council Review of Private Sector Housing

Care and Repair services in Highland account for 80% of the Private Sector Housing budget spend. The Council is currently implementing a restructure plan and requires each of its services to be assessed against a Public Sector Improvement Framework. The National Director was asked to join the team tasked with reviewing Private Sector Housing. The extensive and detailed review took place during December and January and the team has now made a number of recommendations for improvement with associated action points.

Public Bodies (Joint Working) (Scotland) Bill

The Scottish Government is currently legislating to integrate adult health and social care across Scotland. During December and January Directors of SFHA, ALACHO, JIT, CIH, HSEU and CRS have met together to discuss the future implications of the Bill for the housing sector. The group agreed to the common objective of making the case for housing, and setting out the relationship we seek with the new integrated health and social care partnerships.

The group have also been invited to a meeting with Alex Neil, Cabinet Secretary on Monday 17th February. We have therefore submitted the following items for discussion:

1. National health and wellbeing outcomes and indicators must be clearer that people's homes and the neighbourhoods in which they live are an integral part of achieving independent living, and health and well-being.
2. Partnership between health, social care, and housing, needs to work to shared and agreed outcomes and measures which reflect the overarching goal of keeping people at home or in homely settings.
3. Co-production of strategic plans in relation to providing suitable homes and neighbourhoods for people requiring care and support.
4. A seat at the table of Locality Planning groups, enabling an active dialogue about issues and opportunities at local level, and building on our relationship with local communities across Scotland.

JIT Conference – All Integration is Local

The National Director gave a presentation on the theme of the spread and sustainability of good practice to an audience that was a mix of health and social work colleagues.

ROSPA

The Scottish Home Safety Scheme is currently being evaluated by the steering group, of which Robert is a member, and though it has been successful we await a decision from Scottish Government about future funding.

Scottish Parliament Cross Party Group on Older People

Robert has been asked to join the Cross Party Group and will attend the first meeting on Wednesday 19th February which will discuss housing options for older people.

Gas Safe

England, Wales and Scotland central offices have been working together to make a bid for funding from Gas Safe Charity. The bid is in the final stages and we hope to hear within the next few weeks if we have been successful.

Scottish Government

The Scottish Government Older People's Housing Strategy Monitoring Group has issued an annual update on progress against the Strategy for Housing Scotland's Older People.

The Scottish Government year-end review meeting will be held on 5th March.

Care and Repair Conference 2014

The conference will be held on Friday 30th May at the Doubletree Dunblane Hotel. Arrangements are in progress.

Inverclyde

After months of uncertainty during the procurement exercise, Inverclyde Council has advised the existing service that it will be the Preferred Provider for the next two years.

Edinburgh

Elaine MacMaster has been appointed Chair for Edinburgh. Elaine is HR Manager for Aspen Hamilton Care Management, an independent health care provider in Edinburgh. The Board has also appointed an interim Chief Executive, Graham Harper, who started work this week. The focus is now on recruiting further Board members and appointing a permanent Chief Exec.

Accreditation

West Lothian is currently being assessed for the Scottish Quality Mark. Skye and Caithness are collating their evidence with a view to applying. Moray and Fife are considering applying.

Action: Robert to invite a speaker to the conference who will be able to explain the implications of the Joint Working Bill to delegates.

6. Regional Board Members' Report

Stewart reported that Region 1 meeting dates had not been arranged as they are linked to Highland Council meeting dates which have not been set for 2014. Western Isles Council are holding a mid - year review of the service. Andy reported that the Region 3 meeting will be held on Monday 24th February. D&G Council want to revise the Service Level Agreement to further empower Care and Repair.

7. The Articles of Association

The Board agreed to an application to OSCR to allow amendments to the Articles, as required by charity law. David will be asked to sign a consent form on behalf of the Board. Once OSCR has given consent, a new set of articles will be prepared and presented to the Board to be formally adopted by a written resolution supported by at least 75% of the Board members.

The Board agreed to allow MMS solicitors to make the following amendments to the current Articles:

- Article 9 – notice period for calling a meeting to be set at '7 days or as unanimously agreed between Directors from time to time'
- Article 18 – inset clauses that allow removal of Director who fails to attend 3 consecutive meetings or breaches the provisions of the 2005 Act
- Amend the articles to allow for a wider membership group, including other local government representation and drops specific reference to COSLA
- Confirm that Articles ensure that a Director whose appointment is terminated also ceases to be a member of the Company
- Insert clause to require all Directors to seek re-election after a period of 2 years
- Insert clauses that provide for annual accounts and independent examination to be prepared annually to the requisite standard.
- Inset clause about procedure for winding up/ dissolution of Company.

Action: Robert to discuss with MMS and revised Articles to be presented for approval at next meeting of the Board.

8. Outcome Measurement Report

The Board considered a summary report of the information compiled from 27 offices for 2013-14. The Board expressed thanks to Veronica for compiling the report and for her work in encouraging and supporting local offices to make returns.

Action: Veronica to issue teams a mini report on headline figures against national figures. It was agreed to extend Veronica's contract for a further 3 months until Scottish Government confirms funding for 2014-15.

9. Business Plan Update

The Board noted the progress made on the Business Plan. It was agreed that we should issue an annual report around the time of the conference and then follow up with a newsletter halfway through the year. It was agreed that the Board review should be deferred until the Board is up to full complement.

Action: Robert to update business plan following review meeting with Scottish Government.

10. Financial Report

The report was approved.

11. A.O.C.B.

The Board noted that a Procurement Bill was going through Parliament which may allow exemptions for some social care organisation.

12. Date and Time of Next Meeting

The next meeting will be held on Friday 2nd May at 11.00 in Edinburgh. Venue will be confirmed.