

**CARE AND REPAIR SCOTLAND  
MINUTES OF BOARD MEETING HELD ON FRIDAY 21<sup>st</sup> JULY  
AT THE TEACHER'S BUILDING, ST ENOCH SQUARE, GLASGOW.**

**Present:** Blair Allan, Chair  
Gerry Power, The Alliance  
Stewart Wilson, Region 1  
Angela Brunton, Region 3  
Elizabeth Eadie, Region 4  
  
Robert Thomson, National Director

### **1. Welcome and Apologies**

Blair welcomed Board members to the meeting. There were apologies from Gerry Begg (ALACHO) and Andy Douglas (Region 2).

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Minutes of Previous Meetings**

The minute of 10<sup>th</sup> March 2016 meeting was approved without amendment.

### **4. Matters Arising from Previous Minutes**

The election of new regional representatives took place in May. Robert has written to the Chair of Antonine HA and spoken at length with Scott Currie, Renfrewshire Care and Repair, who is assisting the team until a new manager is appointed. Dougie Gold SFHA was unable to present at the conference due to bereavement. Robert has since had discussions with Cloch HA about the Quality Mark standards and procurement issues. The Poppy Scotland funding was initially confirmed to Cairn HA, who have since withdrawn and ILM Highland will now proceed to develop and manage the new service. Robert attended and spoke at the Glasgow and West of Scotland Age Scotland Forum. It has been agreed that Age Scotland will organise further meetings with a view to the Regional Reps attending. Draft job descriptions for Regional Reps were circulated with the Minutes. The A9 Partnership is currently auditing the accounts and will note the early payment of grant for the Digital Inclusion project. The Minister has agreed to a Foreword for the NPS and the document is currently with Coles Ad for design and printing. Blair and Robert obtained a range of costs for video production. The Good Practice Guide will be taken forward by Arneil Johnson Consultants.

### **5. Appointment of New Board Members**

Following the resignations of Daniel Bennett, Andy Todman and Graham Barclay, it was agreed at the March meeting that the National Directors should hold elections for new nominations from the Regional meetings to the Board. The Board welcomed Angela Brunton as representative of Region 3 and Elizabeth Eadie from Region 4. Andy Douglas who was nominated by Region 2 is on annual leave. The Board accepted the nominations and accepted Angela, Elizabeth and Andy as new members of the Board.

**Action: Robert will confirm the appointments to McLay, Murray Spens who will register them with Companies House.**

## **6. Regional Meetings**

Robert held an induction meeting with the three new Regional Representatives on 5<sup>th</sup> July. The Board approved a new template for future regional reports.

Robert reported on a cross border meeting held with staff from England. There as some interest in a new database system that will be rolled out to HIAs in England. A further meeting will be arranged between the IT staff and interested managers in Scotland to discuss how much work would be required to adapt the system to Scotland's needs.

**Action: Robert will liaise with Foundations IT staff and interested managers to take forward the database proposal.**

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

The Board noted the detailed report. There was discussion about the South Ayrshire closure. The situation in East Dunbartonshire has stabilised the Board have asked for further updates as the year progresses. The Board were pleased to note the progress of the Equity Loans scheme. The Poppy Scotland funding is now allocated to ILM Highland who will deliver a 3 year service for Aged Veterans. The Board congratulated ILM and thanked Martin McLeod CEO for agreeing to develop this service.

**Action: Robert will provide an update report on the Digital Inclusion service at September's meeting.**

## **8. National Policy Statement**

The Board considered a final draft of the NPS that includes the Minister's Foreword. Two corrections to the text were identified. There was discussion about the best way to promote the document and it was agreed that using social media such as Twitter would be more effective than a print-run.

**Action: Robert will liaise with Cole Advertising to discuss a social media distribution of the NPS and will work with Ann Porter to develop a Twitter account for CRS.**

## **9. Good Practice Guide**

The Board agreed at the March meeting to proceed with an update of the Good Practice Guide and gave the National Director authority to appoint consultants between meetings. Blair announced at the annual conference that Arneil Johnston is appointed to take this work forward. The Board considered the timetable and agreed that the consultants should attend the meeting in September to report on progress.

**Action: Robert will invite Arneil Johnston to September meeting in Edinburgh.**

## **10. Conference Report and Proposal**

The Board noted the conference report and feedback from delegates. The proposal by the National Director to move the date of the 2018 conference to September/October was discussed accepted.

**Action: Robert will liaise with Big Bright Star and Westerwood Hotel about suitable dates, preferably in the first week of October.**

## **11. National Statistics**

The Board considered the Scottish Government report on Local Authority Scheme of Assistance spend for 2015-16. Robert advised that the report does not include Care and Repair spending because SG agreed that CRS should publish national statistics. However in the financial year 2106/17 there has been a reduction in the number of offices making returns to CRS. There was discussion about the possible reasons for the low level of returns and what could be done to improve the situation. It was agreed, in the first instance, that Blair will write to the offices and give a number of positive reasons why they should participate in reporting to CRS.

**Action: Robert will draft letter to offices for comment by Board and liaise with Blair.**

## **12. Financial Report**

The Board noted and approved the Financial Report. Robert confirmed that office rent was charged quarterly in advance by Savills. Spend on Auditing Costs and Liability Insurance will be incurred later in the year. The Digital Inclusion Project will relocate to new premises following the closure of South Ayrshire Care and Repair.

The Board watched a video presentation on the Digital Inclusion service and congratulated Ann Porter on the success she has made in Ayrshire. It was agreed that a similar video should be produced to highlight the various stands of work that Care and Repair provides.

**Action: A financial update will be included with the report on the Digital Inclusion Project at September's meeting. Robert will progress the arrangements for a video, to be split over two centres that will highlight the success of Care and Repair services. Costs will be met from Digital Inclusion funding.**

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

Blair reminded Board members that they are entitled to claim expenses related to the meetings. It was agreed that Stewart could claim for an overnight stay to allow him to attend the next meeting.

**Action: Robert will send claim forms to Board members.**

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

The next meeting will be held on Friday 22<sup>nd</sup> September 2017 in Edinburgh. Venue will be confirmed when Board papers are sent out.