

**MINUTE OF MEETING OF THE HIGHLAND SENIOR CITIZENS NETWORK HELD IN INSHES
CHURCH ON MONDAY 25 APRIL 2016 AT 10:00**

Present: Ian McNamara, Chair
Isla Cuthbert
Lesley McDade
Ann McKay
Donalda Mackenzie
Donald MacLeod
Joan Philip
Irene Robertson
Evelyn Sinclair

In attendance: David Hannah
Anne McDonald, Coordinator
Kelly Sutherland, Coordinator

Apologies - Brian Devlin, Bet McAllister and Brenda Nicolson

1 WELCOME

Welcoming everyone to the meeting, the Chair was pleased to introduce David Hannah who was attending as an observer with a view to becoming a Trustee.

2 DECLARATION OF INTERESTS

David Hannah – member of TEC

3 NEW MEMBERS

The following new Members were noted:-

- Christine Stone, Fort William
- Geraldine McCarthy, Caithness
- Marion Macneil, Development Worker, Arthritis Care, Nairn
- Sue Hill, Coordinator, Chest, Heart & Stroke, Lochaber Area
- Norman MacAskill, North Regional Development Manager, Lead Scotland
- Care Lochaber

The Chair informed the Board that Margot Smith had tendered her resignation from the HSCN. On behalf of the members, he expressed his thanks for her significant contribution to the work of the organisation over many years.

4 ELECTION OF OFFICE BEARERS

Office Bearers were appointed/re-appointed as follows:-

Chair: Ian McNamara, proposed by Isla Cuthbert and seconded by Evelyn Sinclair

Vice Chair: Joan Philip, proposed by Ann McKay and seconded by Evelyn Sinclair

Treasurer: Evelyn Sinclair, proposed by Donald MacLeod and seconded by Lesley McDade

Media Relations Officer: Brian Devlin, proposed by Donald MacLeod and seconded by Donalda Mackenzie

Minute Secretary: Irene Robertson, proposed by Donalda Mackenzie and seconded by Isla Cuthbert

5 MINUTE OF MEETING HELD ON 28 MARCH 2016

Reference item 5 Evaluation of Effectiveness, it was confirmed that the membership of the short life working group would comprise of the Chair, Joan, Ann and Bet. Subject to this clarification the Minute of meeting held on 28 March 2016 was approved.

Proposer: Isla Cuthbert

Seconder: Joan Philip

6 MATTERS ARISING NOT ON THE AGENDA

(a) HSCN Trustees

New Trustees Bet and Irene were asked to provide a photograph and a few biographical details for inclusion on the Website.

7 EVALUATION OF EFFECTIVENESS OF THE HSCN

It was suggested and agreed that an external facilitator be identified to assist with the self assessment. Meantime Ann undertook to circulate some dates to the members of the short life working group in order that arrangements could be made to hold its first meeting.

8 MEETINGS WITH EXTERNAL BODIES

(a) Highland Third Sector Interface Conference 8 April 2016

The Board received feedback from those members who had attended the conference. It was felt there was a need to improve communication and publicity about such events in order to ensure the information reached voluntary groups and members of the public and encourage their attendance. It was also felt important that the reports of these events should reflect all the views expressed during the discussions.

(b) Adult Services Commissioning Group Meeting 11 April 2016

The Chair and Donald reported on this meeting noting in particular the discussion on reporting arrangements to provide scrutiny of the way in which organisations in receipt of allocations from the Integrated Care Fund use the money and to provide evidence of effectiveness to support continuing funding. It was acknowledged at the meeting that there was a need for a consistent approach to ensure the same reporting requirements applied to both statutory and voluntary sector organisations. The Board noted that a meeting was to be held between independent and Third Sector groups who received funding from the Integrated Care Fund to discuss their aims and objectives and consider how they can all work together, avoiding duplication of roles and maximising available funding.

(c) Meeting with NHS Highland

The Chair reported briefly on the discussion which he and the Coordinators had had with Deborah Jones, Chief Operating Officer, NHS Highland.

(d) Older People's Improvement Group

Referring to the adult strategic commissioning intentions, Donald advised that a group was to be established to lead on care quality feedback with a view to developing a clear specification of quality requirements and outcome measures. It was understood that funding would be available to create a questionnaire type of instrument to gather feedback from service users and carers, the key issue being that the data had to be real time. In considering how the HSCN might contribute to/enable this work to be done, the Board raised a number of issues that would need to be addressed. For example, service users would need to be identified and their consent obtained to participating in the survey; how would the survey be conducted – what would be participants' preferred form of contact (eg telephone); should the survey be continuous or undertaken at certain times throughout the year. Acknowledging the complexity of the issues, the Board agreed to set up a working group comprising of the Chair, Donald, Evelyn and the two Coordinators, to discuss the issues in greater detail and consider the next steps.

(e) Newsletter Version for Visually Impaired Members

Evelyn informed the Board of an approach from the Macular Degeneration Society to ask if it would be possible to make the HSCN newsletter available in a larger font (size 16) with black print on a yellow background, making it much easier for visually impaired people to read. Lesley agreed to produce a revised version for Evelyn to take back to the Macular Degeneration Society who could then trial it among its members and determine whether or not it was effective.

(f) Joint Monitoring Committee Meeting 19 April 2016

The Chair and Donald gave a brief report of this meeting noting that the issue of service user representation had still to be resolved.

(g) Social Care Workforce

The Chair drew the Board's attention to this meeting to be held on 18 May 2016.

(h) Scottish Caring

Donald reported on two pilot schemes, one of which was running in Highland, regarding older people and Self Directed Support.

9 REPORTS

(a) Coordinators

- *Coordinators' Report:* The circulated joint report detailing ongoing activity was received and noted. Anne and Kelly were now in the process of preparing a report for submission to NHS Highland.
- *Payroll:* it was confirmed a BACS number had been allocated to the HSCN.

(b) Membership and Communication

The Board noted for information the minute of meeting of the Communication Group held on 4 April 2016.

- *Summer Newsletter:* An article had been received from Poppy Scotland for publication in the Summer issue; other potential topics included smoking cessation and alcohol. It was agreed to include feedback from the Annual Conference along with a report from the Coordinators. It was suggested that future editions might include links to forthcoming events.
- *Website:* It was agreed to add some information about Poppy Scotland and Men's Sheds.

(c) Black Isle Cares Update

There was no further update at present.

(d) SOPA

Donald reported on the current position regarding SOPA's application for charitable status. It was suggested and agreed that a link to SOPA's newsletter be published on the HSCN website along with links to various other relevant organisations, for example Scottish Seniors Alliance.

(e) Respite Review

The report of the respite review was now available and would be discussed by the Carers Improvement Group at its meeting on 26 April 2016 which would focus on the eight key work streams identified in the document. A number of issues would need to be factored in to the discussions including the new legislation relating to carers support plans, personal outcome plans, funding, SDS, and the role that the District Partnerships can play in ensuring the views of the local population are heard.

10 HSCN MANIFESTO

The Chair confirmed that the document had been finalised and distributed to a range of individuals and organisations for their views/comments. To date, two responses had been received.

11 HSCN ANNUAL CONFERENCE 20 APRIL 2016

Joan gave a summary of the comments received on the feedback forms. When finalised, the full evaluation report would be uploaded onto the Website. In general the conference, which had been very well attended, had proved a successful and enjoyable event. The delegates had gained a lot of useful information and had found the break out sessions of particular value. It was recommended that in future facilitators be identified to lead each of the group discussions. There were mixed views on the effectiveness of the new audio system, overall however it was deemed to be an improvement on previous years. The Chair referred to an email he had received from Elsie Normington suggesting an expanded role for HSCN following the restructuring of Age Scotland and the consequent loss of regional development officers. For example, in addition to its annual conference, would the HSCN consider hosting meetings throughout the year, perhaps on a quarterly basis, acting as a contact point for groups and individuals and enabling them to raise relevant issues and concerns? It was agreed to discuss this proposal further at the next meeting of the Communications Group.

12 TREASURER'S REPORT

Outlining the current financial position, Evelyn advised that confirmation was awaited regarding the funding allocation from NHS Highland. She reported on the donations received at the

Annual Conference and the monies from fundraising noting that these had been used to cover the costs incurred including travel expenses; there were also a couple of outstanding bills to be paid. It was agreed there was a need to raise awareness that the HSCN was a donation dependent organisation; further consideration should also be given to opportunities for fundraising.

13 AOCB

(a) Great Wilderness Challenge

The Chair reminded the Board that this event would be taking place on 13 August 2016 and that there was still time to register an interest.

(b) 'Stay Safe'

Noting that this project was being revived, Joan requested that some information about it be included in the newsletter and also published on the website.

(c) HSCN Annual Conference 2017

The Board endorsed Joan's suggestion that an approach be made to the Singing for Dementia Group to invite them to close next year's event.

(d) End of Life Care

The Chair drew the Board's attention to an article published in the BMJ which highlighted the importance of people approaching end of life and their families having a conversation with health professionals about their wishes in respect of end of life care and to discuss the services that are available to them.

(e) New Craigs Hospital

Lesley informed the Board that funding from NHS Highland's Endowment Fund had enabled the creation of a garden within the grounds of the hospital; a new dementia ward had also been opened.

(f) Sutherland Area Update

David reported on recent structural changes to various organisations and a range of initiatives underway relating to community care issues and services for older people in Sutherland.

14 DATE OF NEXT MEETING

The next meeting will be held on Monday 30 May 2016 at 10:00 in Inshes Church.

The meeting closed at 11:55