

**MINUTE OF MEETING OF THE HIGHLAND SENIOR CITIZENS NETWORK HELD IN INSHES
CHURCH ON MONDAY 28 MARCH 2016 AT 10:00**

Present: Ian McNamara, Chair
Isla Cuthbert
Ann McKay
Donalda Mackenzie (from 10:15)
Brenda Nicolson
Joan Philip
Evelyn Sinclair
Margot Smith

In attendance: Councillor Bet McAllister
Kelly Sutherland, Coordinator
Irene Robertson, Minute Secretary

Apologies - Brian Devlin, Lesley McDade, Anne McDonald and Donald MacLeod

Welcoming everyone the Chair confirmed that the induction loop system, as discussed at the last meeting, had been purchased and would be trialled at today's meeting.

1 NEW MEMBERS

The following new Members were noted:-

- John Cayley, Isle of Skye
- Jo Cowan, Fort William
- Georgette Maclver, Invergordon
- Ann Mackay, Wick
- Margaret Mackay, Thurso
- Easter Ross Sheltered Housing Group
- Westhill Senior Citizens Club

2 NEW TRUSTEES

The Board approved the applications submitted by Bet McAllister and Irene Robertson.

3 MINUTE OF MEETING HELD ON 29 FEBRUARY 2016

The Minute of meeting held on 29 February 2016 was approved.

Proposer: Isla Cuthbert
Secunder: Joan Philip

4 MATTERS ARISING NOT ON THE AGENDA

There were no issues raised.

5 EVALUATION OF EFFECTIVENESS

Ann spoke to her circulated discussion paper which set out a proposal that the Board undertake a self-evaluation to ascertain how effectively HSCN was fulfilling its role and achieving its aims and objectives. The Board unanimously endorsed the proposal and agreed to establish a short life working group to take it forward, the first step being to determine the scope of the assessment and identify the key quality indicators that were of most relevance to the organisation. It was suggested that the document “How good is our Third Sector?” might provide a starting point for discussion. With regard to the roles and responsibilities of Trustees, there was an issue around conflict of interests. It was agreed that ‘Declaration of Interests’ would be a standing item on the agenda of future Board meetings. It was agreed that the self-evaluation be scheduled for October to tie in with the evaluation of the Coordinators’ posts and to enable the necessary preparatory work to be undertaken.

6 MEETINGS WITH EXTERNAL BODIES

(a) Highland Third Sector Interface Conference 8 April 2016

This event was to be attended by Anne, Kelly and two of the Trustees who would report to the next Board Meeting.

(b) Barchester Health Care

The Chair advised he had received an email from Barchester Health Care following up on the meeting held on 17 February 2016 in which they confirmed their intention to engage with Anne and Kelly with a view to their attending residents’ meetings.

(c) The Highland Partnership Joint Monitoring Committee Public Bodies (Joint Working) (Scotland) Act 2014 – request for service user representation

The Chair confirmed he had written to Jan Baird, Director of Community Care, NHS Highland advising that the Board had recommended there should be an older people’s representative and at least one representative for other service users groups, as it was felt one representative could not adequately represent the interests of all service users, nor was it considered feasible for one person to be able to report back to all the groups concerned. Mrs Baird had subsequently replied indicating that she would canvass other service users groups regarding a nomination and proposing that, pending their response, the Chair’s name go forward in the interim.

(d) Age Scotland AGM 16 March 2016

Brenda and Kelly had attended this conference which they felt had been a useful event providing an excellent opportunity for networking.

7 REPORTS

(a) Coordinators

- *Coordinators’ Report:* Kelly spoke to the circulated joint report noting that she and Anne continued to meet with older people and older people’s groups, most of whom were members of HSCN, to explain and promote engagement and involvement. Issues frequently arising included transport, housing, accessing home care, Self Directed Support, and hospital and GP appointment waiting times. Kelly highlighted the challenges in meeting all the groups and attending various conferences and meetings due to the timing of the events and the travel involved. She outlined a proposal to establish sub-groups of the

HSCN which would meet on a regular basis with the Coordinators to discuss relevant issues and concerns. This would help to provide continuity of engagement and ensure feedback to older people's groups. It was important that people were informed of the outcome of meetings and consultations. The need for plain English to be used in consultation documents was acknowledged to ensure they were readily understandable. Referring to a workshop she had attended regarding housing needs of people with dementia, Kelly stressed the importance of ensuring service users were involved in such events and their views taken on board.

- *Payroll:* The Board was pleased to note progress regarding provision of a BACS number which it was understood would be confirmed within the next couple of weeks.

(b) Membership and Communication

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

- *Summer Newsletter:* It was noted the Chair, Anne and Kelly had met with Lesley to discuss the format and content of the newsletter.
- *Website:* There were no issues.

(c) Black Isle Cares Update

BIC had held its AGM on 22 March 2016 which the Chair had attended. Ongoing activity was noted including the launch of the meals on wheels project and the home care service. With regard to the planned appointment of a part time administrator, consideration would need to be given to the funding of this post going forward.

(d) SOPA

In Donald's absence there was no update available.

8 HSCN MANIFESTO

The Chair advised that he would be having further discussion with Brian regarding the content of the document.

9 HSCN ANNUAL CONFERENCE 20 APRIL 2016

Updating on progress with the arrangements for the conference, Isla confirmed that all the invitations had been issued together with a draft programme. Some minor amendments were suggested to the programme. These would be considered by the Communication Group when it next met on 4 April to finalise the programme. The new audio equipment would be used during the event and a question regarding its effectiveness would be included in the conference evaluation form.

10 TREASURER'S REPORT

The accounts for February 2016 were received and noted. While expenditure to date was on track, Evelyn emphasised the need for careful financial management to ensure our continuing viability. The Chair reported that NHS Highland had confirmed HSCN would be able to apply for a grant but we would be required to submit evidence of our expenditure and identify areas for potential savings. It was noted that Anne and Kelly tried to arrange to meet with individuals and

groups in a particular area on the same day to reduce travel time and costs, however this was not always possible due to people's availability/groups' meeting schedules. The establishment of sub groups, as mentioned in the Coordinators Report, should lead to a reduction in the number of meetings required and travel expenses. It was suggested that the opportunity be taken at the Annual Conference to issue a reminder of the organisation's dependence on donations to supplement statutory funding. Discussion followed on the need to hold a reserve fund which it was agreed should be sufficient to cover around three months' activity.

A letter had been received from the Scottish Pensions Forum regarding subscription renewal. After discussion the Board agreed to renew its subscription.

11 AOCB

(a) Great Wilderness Challenge

The Chair reminded the Board that this event would be taking place on 13 August 2016.

(b) Meeting with NSH Highland

The Chair advised that a meeting had been arranged with Deborah Jones, Chief Operating Officer, NHS Highland to discuss District Partnerships and clarify their role, remit and working arrangements.

(c) Funeral Costs

It was noted that a petition was ongoing in response to the concerns raised about the increase in burial charges.

12 DATE OF NEXT MEETING

The next meeting will be held on Monday 25 April 2016 at 10:00 in Inshes Church.

The meeting closed at 11:40