

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

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

In attendance: Fiona Angella
Pamela Boxx
Anne McDonald, Coordinator

Apologies – Brian Devlin, David Hannah, Lesley McDade and Kelly Sutherland

1 WELCOME

The Chair was pleased to welcome Fiona Angella who was attending today's meeting as an observer.

2 DECLARATION OF INTERESTS

There were none declared.

3 NEW MEMBERS

The following new Members were noted:-

- Letitia Mein, Inverness
- Jean Sinclair, Inverness
- Doreen Hay, Inverness
- Peter and Rosa Chisholm, Inverness
- Ann McSween, Inverness
- Margaret McDowall, Nairn
- Jane Mason, Nairn
- Highland Cycle Ability Centre (covering Highlands, Islands and Moray)

4 MINUTE OF MEETING HELD ON 31 OCTOBER 2016

The Minute of meeting held on 31 October 2016 was Approved.

Proposer: Isla Cuthbert
Secunder: Brenda Nicolson

5 MATTERS ARISING NOT ON THE AGENDA

(a) Patient Care Experience Improvement Group

Joan advised that she would be attending the next meeting of this group to be held on 8 December 2016 when it would be undertaking a review of its work plans. Members of the HSCN would be welcome to attend and input to the discussions.

6 REPLACEMENT OF COORDINATOR

The Chair reported on the arrangements to find a successor to Kelly who would be leaving her post on 2 December 2016. An approach had been made to Jo Cowan, formerly Regional Development Officer, Age Scotland about taking on the role of Coordinator. An interview had subsequently taken place and, given her experience and skills, the post had been offered to Jo. The Chair explained that the formal interview process – advertising the vacancy, shortlisting applicants etc, had not been followed in this instance, in order that the post could be filled at the earliest opportunity. Jo had accepted the offer of appointment and had indicated that she would be able to take up post in early January 2017. The Board formally approved the appointment and confirmed Jo's start date as 4 January 2017. It was agreed that Anne would undertake extra sessions (18 hours) in December to cover the gap left by Kelly's departure.

Anne and Kelly currently used their own smart phones for work purposes. After discussion the Board agreed to purchase a smart phone for each of the Coordinators. Anne advised that she and Kelly both had an Apple 5C. It was agreed that Anne would arrange to purchase two of this model and invoice Evelyn.

With regard to laptops, the Board noted that Anne and Jo had confirmed they were happy to use their own machines for work purposes as these had the necessary capacity and facilities.

There was currently a contractual arrangement relating to mileage payments, however the Board agreed the position should be reviewed to ensure neither of the Coordinators was disadvantaged. As a starting point Evelyn undertook to review the mileage travelled by Anne and Kelly in the course of their work over the past year.

7 EVALUATION OF EFFECTIVENESS

It was agreed to defer discussion of the evaluation report to the next meeting in January 2017 when consideration could also be given to the development of a business plan and fundraising strategy.

8 MEETINGS WITH EXTERNAL BODIES

(a) Joint Monitoring Committee Meeting 17 November 2016

The Chair provided a brief report of the topics discussed at this meeting which he and Donald had attended.

9 MEETING TO PROGRESS ALCOHOL EDUCATION INITIATIVE

The Chair reported on his meeting with Dr Elizabeth Smart and Deborah Stewart, NHS Highland who were seeking to promote peer alcohol education through meetings of older people's groups. To this end they had asked HSCN to consider identifying a number of its members who would attend local meetings and in effect undertake the role of champion, raising awareness of and

providing information on alcohol issues. Those members wishing to be involved in the initiative would receive induction and appropriate training and support. Several of the members present (Joan, Ann, Evelyn, Donalda and Pamela) expressed an interest. The Chair would advise Dr Smart accordingly.

10 REPORTS

(a) Coordinators

The Board received the tabled report updating on ongoing activity. Anne noted that it had been a very busy period with requests received from various groups to meet with the Coordinators. She highlighted the following points:

- She and Kelly would both attend the 'older people's get together' event in Caithness on 9 December 2016.
- She reported on the joint meeting with Age Scotland held in Ullapool on 19 November 2016. Issues raised included transport, accessibility, and the importance of following through on initiatives and reporting back on outcomes.
- A meeting had taken place with NHS Highland officers on 7 November 2016 to discuss older people's involvement in the Improvement Board for NHS Care at Home Service in North and West Highland. Non-members of the Improvement Board would be welcome to attend its meetings.
- Work was ongoing with Highview Nursing Home residents and relatives groups. Links were being developed with other nursing homes; links with the singing group Sounds Familiar were also being explored.

(b) Membership and Communication

The Board noted for information the minute of meeting of the Communications Group held on 14 November 2016.

- *HSCN Annual Conference, 26 April 2017*: the key contributors had now been confirmed for the conference, the main theme of which would be end of life care. The title agreed for the event was "Being Mortal in Highland".
- *Winter Newsletter*: in preparation for issue in early December.

(c) Black Isle Cares Update

Reporting on Brian's behalf, the Chair noted that the meals on wheels service was continuing to expand and more volunteers had been recruited. A decision had been taken to suspend further referrals to the care at home service until capacity had increased sufficiently to meet demand.

(d) SOPA

The Board received a report from Donald and Anne on the SOPA Annual Assembly which took place on 25 November 2016. This had proved a very successful and useful event with a range of interesting and relevant topics discussed including falls prevention and cataract services. There was a need to raise awareness of, and build on the research and work already done on falls prevention and embed the learning in everyday practice. The event had also provided an excellent networking opportunity.

11 TREASURER'S REPORT

The Board received and noted the circulated accounts for October 2016. Evelyn updated on a couple of issues she had been pursuing on behalf of the Board –

- (i) Gift Aid: Evelyn reported that following discussion with the relevant Scottish Government department she had now forwarded the requested documentation.
- (ii) Pensions: HSCN did not operate a pension scheme at present, however it was required by Scottish Government to work towards automatic enrolment of employees. In the ensuing discussion the Board considered the various schemes available, taking into account the advice that Evelyn had received on the schemes. The Board agreed to opt for the Government scheme which would be implemented with immediate effect and backdated to October 2015. It was remitted to Evelyn to make the necessary arrangements.

12 CORRESPONDENCE

(a) Altogether Travel – Supported holidays for people who are carers

There was circulated information leaflet from Altogether Travel, the UK's only care registered supported travel and holiday company. The Board noted the range of services offered by the company to enable people to go on holiday, for example, providing travel/holiday companions, arranging the hire of equipment (wheelchairs, hoists), and arranging travel insurance.

(b) 'What can I spend my Direct Payment on?'

The Board considered guidelines on what adults can/cannot spend their Self Directed Support (SDS) payments on, to ensure appropriate use of the money. During discussion concern was expressed that the guidelines were restrictive and did not allow for any flexibility or innovative use of the payments to help people maximise the benefits and achieve their personal outcome plans. The Board also felt the references to "outcomes" might cause some confusion and that some further clarification would be helpful. It was agreed to convey these concerns to Jan Baird, Director of Adult Care, NHS Highland and to suggest that the guidelines be revisited with a view to providing a clearer understanding of how the payments may be used and to encourage uptake of SDS.

(c) Department of Work and Pensions Offer

The Board noted for information correspondence from the Income Support Appeals Team, Department of Work and Pensions, based in Inverness, regarding a community give back scheme they operated where they release some staff, mainly based in Inverness, Nairn and the Black Isle, to charitable organisations for the day to assist with community projects. This could involve painting and decorating, gardening work, or making lunch for a group.

13 AOCB

(a) "We're Here Too" Meeting, Smithton Church, 2 December 2016

Several of the members advised they would be attending this meeting.

(b) Highland Third Sector Interface AGM, 1 December 2016

The Board noted the invitation to attend this meeting.

(c) Mobile Phone

Brenda agreed to hold the mobile phone during December and would liaise with the Chair regarding cover arrangements for January.

(d) Scams/Bogus Telephone Calls

Members drew attention to a number of scams currently going round. It was agreed to highlight the issue in the newsletter to raise awareness and alert people to the risks.

14 DATE OF NEXT MEETING

The next meeting will be held on Monday 30 January 2017 at 10:00 in Inshes Church.

The meeting closed at 11:30