

MINUTE OF MEETING OF THE HIGHLAND SENIOR CITIZENS NETWORK HELD IN INSHES CHURCH, INVERNESS ON MONDAY 30 JANUARY 2017 AT 10:00

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

In attendance: Fiona Angella
Pamela Boxx
Jo Cowan, Coordinator
Anne McDonald, Coordinator

Apologies – Brian Devlin and David Hannah

1 WELCOME

The Chair was pleased to welcome Jo Cowan who had taken up post as Coordinator.

2 DECLARATION OF INTERESTS

There were none declared.

3 NEW MEMBERS

The following new Member was noted:

- Alan Tubb

4 MINUTE OF MEETING HELD ON 28 NOVEMBER 2016

The Minute of meeting held on 28 November 2016 was Approved.

Proposer: Isla Cuthbert
Seconder: Evelyn Sinclair

5 MATTERS ARISING NOT ON THE AGENDA

(a) Relocation of York Day Hospital

The Chair updated the Board on the proposals to relocate the day hospital service from the York Day Hospital, Royal Northern Infirmary to a ground floor site at Raigmore Hospital. Given the pressures on space within Raigmore Hospital and the limited options available, consideration

was being given to moving certain elements of the cardiac rehabilitation service currently provided in the Highland Heartbeat Centre at Raigmore Hospital to the community or non-acute hospital setting to facilitate the relocation of the York Day Hospital. Discussions were ongoing with staff and Highland Heartbeat Centre stakeholders and service users regarding the proposed redesign of services and the changes this would entail.

6 EVALUATION OF EFFECTIVENESS

Ann spoke to her tabled paper summarising the findings of the report produced by the external facilitator and highlighting three areas of focus for the Board –

- (i) key outcomes
- (ii) ensuring the needs of stakeholders are met
- (iii) operational management.

It was agreed that a meeting of the sub-group be convened to discuss the paper and develop recommendations for action for consideration by the full Board. It was further agreed that the Coordinators would attend the meeting of the sub-group, as the considerable work they had already undertaken and the information thus gathered would help to inform the discussions. It was noted that Joan was developing an evaluation form for the annual conference and she would incorporate some of the elements identified in the report with a view to getting feedback from stakeholders which would further inform the evaluation process.

7 BUSINESS PLAN AND FUNDRAISING STRATEGY

The development of a business plan and fundraising strategy would be considered once the evaluation exercise had been completed.

8 MEETINGS WITH EXTERNAL BODIES

(a) Outcomes Meeting 21 December 2016

The Chair reported on the discussion that had taken place at this meeting regarding a new assessment tool ('Outcome Stars') which NHS Highland would be adopting to evaluate the effectiveness of the Partnership and a potential role for the HSCN as an independent information gathering body to feed into the process.

(b) Alcohol Education Initiative Meeting 13 January 2017

The Chair reported on his meeting with Dr Liz Smart and Deborah Stewart to discuss alcohol awareness training for those HSCN Trustees who had expressed an interest in participating in the alcohol education initiative. It had been agreed that they would receive one day's training and that the Coordinators would also attend the training session. It was proposed to pilot the project in the first instance and thereafter to hold alcohol awareness raising meetings in each District Partnership area. It was agreed to include an item in the next HSCN newsletter to further publicise the initiative.

(c) Older People's Improvement Group (OPIG) Meeting 17 January 2017

The main topic of discussion at this meeting was the draft Highland Local Housing Strategy 2017 – 22 on which OPIG had invited comments. The Chair had submitted a response to NHS Highland on behalf of HSCN, copy of which was circulated, highlighting the importance of provision of appropriate housing, and housing-related support, to meet the needs and aspirations of older people. Discussion followed on the housing situation within Highland and

a number of issues were identified that impacted on older people, for example shortage of appropriate housing and anti-social behaviour. In response to a query raised by Jo regarding the ongoing review of sheltered housing, Bet undertook to ascertain the current position.

9 REPORTS

(a) Coordinators

The Board received the circulated report updating on activity to January 2017. Anne and Jo explained that they had changed the format of the document to reflect the main elements of their work plan and to enable them to report progress against key outcomes on a monthly basis. Noting the report, the Board approved the revised format.

(b) Membership and Communication

The Board noted for information the minute of meeting of the Communications Group held on 16 January 2017.

- *HSCN Annual Conference, 26 April 2017:* Arrangements were well in hand; key contributors had been confirmed and a programme for the day had been drafted. Some further discussion was required with regard to the timings of the sessions and of the AGM which it was suggested be held earlier in the programme.
- *Spring Newsletter:* An item on Local Outcome Improvement Plans (LOIPs) was suggested for the Spring edition. Ann agreed to provide an update on the self-evaluation exercise, she would also write up a short article on the Talking Newspapers service.

(c) Black Isle Cares Update

Reporting on Brian's behalf, the Chair noted continuing success with the Meals on Wheels and home care programmes. Other developments included the receipt of a grant from The Youth and Philanthropy Initiative as a result of a group from Fortrose Academy having chosen to advocate for BIC in the award process. Following on from the award, Brian was exploring with senior staff at the school the potential for developing intergenerational work on the Black Isle.

(d) SOPA

Donald reported on the meeting held on 25 January 2017. Noting that funding for the organisation was only guaranteed to 30 June 2017, Donald highlighted the need for longer term funding to enable SOPA to continue with its activities and develop a work plan.

10 EXPENSES POLICY

The Board noted for information the circulated guidelines on volunteer expenses produced by Volunteer Scotland. In considering the development of an HSCN policy for payment of volunteer/Trustee expenses, the Board agreed that a small working group be convened comprising the Chair, Evelyn and Isla to discuss the matter in more detail and produce a draft document for consideration by the full Board. It was suggested the policy should also make reference to employee expenses although there were contractual arrangements in place for reimbursing expenses incurred by the Coordinators in the course of their work. One pressing issue was payment of expenses for delegates attending the Annual Conference. While HSCN would cover travel expenses, it was not in a position to meet overnight accommodation costs. It was suggested that an approach be made to the Common Good Fund to ask if a grant could be allocated to help cover certain Conference associated expenses thereby facilitating attendance at the event. The Chair agreed to take this forward.

11 TREASURER'S REPORT

The Board received and noted the circulated accounts for December 2016. Evelyn advised she was continuing to pursue the issues relating to Gift Aid and the Scottish Government pension scheme.

12 CORRESPONDENCE

(a) New National Care Standards Consultation

The Chair advised that he had submitted a response to this consultation document on behalf of HSCN. On the point raised by Donalda concerning choice, the Chair confirmed that in his response he had emphasised the importance of older people having a choice as to the kind of personal care arrangements they would like and ensuring their wishes were respected, as far as possible.

13 AOCB

(a) Commission on Parliamentary Reform

Several Trustees confirmed they would be attending the meeting taking place in Inverness on 30 January 2017.

(b) Local Outcome Improvement Plans

The Community Empowerment Act (2015) required Community Planning Partnerships to develop a Local Outcome Improvement Plan (LOIP) which would provide a vision and focus for the delivery of public services at local level, replacing the Single Outcome Agreement in each Community Planning Partnership area. The Chair advised that he would be attending a meeting on 3 February 2017 to consider the development of a Highland LOIP and would update the Board at its next meeting.

(c) Stay Safe

Lesley noted that the website details for the Stay Safe initiative required to be updated. Joan agreed to follow this up with the appropriate officer.

(d) Self Directed Support Guidance

No further information having been received on the review of the guidance relating to Self Directed Support (SDS) payments, the Chair agreed to seek an update from NHS Highland. Discussion followed on the implementation of SDS in Highland. It was felt that more clarity was required regarding its application to older people, it was also important to ensure that all clients were made fully aware of the four available options to enable them to make an informed choice as to which was the most appropriate for their needs. An indication of the cost of services provided would also be helpful.

(e) Blue Badge Holders

Donalda drew the Board's attention to continuing difficulties for blue badge holders in accessing designated spaces as a result of inappropriate parking by other motorists.

(f) Home Repairs

Lesley drew the Board's attention to difficulties being experienced in accessing information on how to get help with repairs to damage in the home caused for example by fire. A single point of contact to direct people to the appropriate services would be helpful.

(g) Mobile Phone

Isla would hold the mobile phone until the HSCN Annual Conference had taken place.

14 DATE OF NEXT MEETING

The next meeting will be held on Monday 27 February 2017 at 10:00 in Inshes Church.

The meeting closed at 12:00