

SOPA Committee Meeting

Wednesday 7th September 2016 – 11.30am - 15.30pm

Hayweight House, 23 Lauriston Street, Edinburgh, EH2 9DQ

Note of Meeting

Participants

Tom Berney	SOPA Trustee, Chairperson & U3A Scotland
Mary Benson	West Lothian Senior Peoples Forum
Diana Findlay	SOPA Trustee & Age Scotland and Borders Seniors' Networking Forum
Betty Milton	SOPA Trustee & A City for All Ages Advisory Group Edinburgh
John Parkhill	Learning in Later Life Students' Association, University of Strathclyde
Rob Snodgrass	SOPA Trustee & Grey Matters
Eileen Wallace	SOPA Trustee & Stirling Reference Group for Older People
John White	SOPA Trustee & Dumfries and Galloway Over 50's Group
Barbara Barnes	Alzheimer Scotland
Alison Clyde	Generations Working Together
Mike Lynch	Orkney Voices
Bill McDonald	SOPA Trustee & Renfrewshire Seniors Forum
Donald Macleod	SOPA Trustee & Highland Senior Citizens Network
Alan Sidaway	SOPA Trustee & National Pensioners Convention Scotland & Vice Chair of SOPA

In attendance

Glenda Watt	SOPA Co-ordinator
Avril Crossley	SOPA Administrator
Brian Rapley	Action on Elder Abuse Scotland

Apologies

Sandra McGregor	Make It Happen Forum, Falkirk
Bashir A Malik	Interfaith Association Edinburgh and Scotland
Rohini Sharma Joshi	Trust Housing Association
Christine Wilson	Scottish Human Development
Alan Spinks	National Federation of Occupational Pensioners

Resignation

Tim Puntis LGBT Age, Scotland – to be replaced

1. Welcome and Apologies

Tom welcomed members to the meeting, including Avril Crossley and Brian Rapley of Action on Elder Abuse Scotland.

2. Declaration of Interests

Tom explained the meaning of 'Declaration of interest' but none were offered.

3. Chair's Remarks

Tom thanked everyone for their attendance and support. He noted that agenda items would be taken as 7 and then 6 and referenced interviews for the post of SOPA Administrator. He said the interview Panel consisting of Diana Findlay, himself and Glenda Watt would like to recommend Avril Crossley for this temporary position in line with SOPA's funding from the Scottish Government. The Committee agreed to the appointment.

4. Protection of Vulnerable Adults by Action on Elder Abuse, Scotland, Brian Rapley

Brian discussed the Adult Support and Protection Act (ASP), which is under the jurisdiction of the Scottish local authorities. He highlighted the following key points:

- Over 500,000 older people in the UK suffer abuse each year, the majority of which are women over 70 years
- There are 5 common types of abuse, physical, sexual, psychological, financial and neglect.
- The Adult Support & Protection (ASP) Act aims to identify, support and protect adults 'at risk of harm'.
- The Act applies to 'vulnerable adults' who must meet the 3-point test: may be unable to safeguard their well-being, rights, property or other interests and are at risk of harm and because of a disability, illness or physical/mental infirmity, are more vulnerable to being harmed than adults not so affected.
- Principles of the act are that any intervention in a person's life should provide benefit to the individual and should be the least restrictive option, any intervention must be reasonable and proportionate
- Action on Elder Abuse can give advice on how to spot abuse, what to do about it, the reporting process, and signposting to local support groups.
- Action on Elder Abuse have Freephone confidential helpline, information leaflets, raise awareness of elder abuse, training and seminars, lobbying and campaigning work.

All Committee members raised queries and stated their interest in the subject. John White offered that Freephone numbers do appear on telephone bills thereby identifying that a person has called a Helpline number. Brian was not aware of this issue and said he would refer back to Committee on that. He stated that many received calls could be well over an hour. Brian invited members to contact him for more information or if a presentation is required. brianrapley@elderabuse.org.uk T:080 8808 8141 www.elderabuse.org/scotland

5. SOPA Draft SOPA Policies and Health Check Questionnaire

Glenda Watt introduced the draft policies and the need for them. She suggested that the Committee divide into small groups to read, discuss and note any errors or suggested amendments to each. The Committee would discuss and approve the contents of all documents, and then address the VAF Health Questionnaire.

Committee Views on Draft Policies

Draft SOPA Employee Handbook 2016 – Terminology throughout the document is to be synchronised. Although it was noted that expenses, annual leave and sick pay terms are basic, SOPA is a fledgling organisation and cannot afford higher levels. However, consideration would be

given to amending the levels when longer term funding is agreed. Religious holidays – re word statement to ensure non – discrimination.

Draft SOPA Staff Recruitment Policy – synchronise terminology

Draft SOPA Health & Safety Policy - irrelevant words and statements to be removed

Draft SOPA Volunteering Policy - no amendments

Draft SOPA Financial Procedures - minor amendments to ensure consistency and explicit use of terminology

Draft SOPA Adult Support & Protection Policy and Procedure - include a statement in the document about not joining the PVA Scheme as SOPA's current way of working does not match the PVA scheme criteria i.e. providing a care/ support service/ meeting an older person in their own home.

Draft SOPA Data Protection Policy - reviewed and agreed

Draft SOPA Code of Conduct Policy - reviewed and agreed

As several polices include a statement about translating text into relevant formats and languages, the term 'endeavour to provide' will be inserted into the statement.

A policy on confidentiality will be considered at a future meeting

SOPA Health Check Questionnaire

Tom introduced the questionnaire explaining that everyone will complete their own copy for analysis by the Voluntary Action Fund. He stated that he and Glenda would try to deal with any queries but individuals should determine their score rating. Everyone completed the questionnaire.

6. Presentation on 'A New Future for Social Security in Scotland'

Dorothy Ogle from the Scottish Government was welcomed and she summarised the consultation on 'A New Future for Social Security in Scotland. She highlighted that the proposed benefits most likely to affect older people are:-

- Disability Living Allowance, Personal Independence Payment and Attendance Allowance
- Carer's Allowance
- Cold Weather Payments
- Winter Fuel Payments
- Funeral Payments

Documents are at <https://consult.scotland.gov.uk/social-security/social-security-in-scotland> and comments are required by 28th October 2016 on the following questions:-

- Should social security in Scotland make some provision for face to face contact?
- What are your views on what is right and wrong with current disability benefits?
- Are there changes that could be made to disability benefits that would significantly improve equality?

- How could the new Scottish Social Security system support older people with mobility problems not eligible for a mobility allowance?
- What do you think a Funeral Payment should pay for?
- Are there any particular words or phrases that should not be used when delivering social security in Scotland?

8. Draft Note of Meeting 20th July 2016 and Matters Arising

Due to lack of time this item will be taken at a future meeting of the Committee.

9. AOCB

Glenda Watt tabled a note of the constructive meeting with Jeane Freeman MSP Minister for Social Security on 6th September 2016. In attendance were Tom Berney, John Parkhill, Diana Findlay and Glenda Watt who covered the following topics: SOPA's relationship with the Minister, SOPA's Campaign Issues, perception of SOPA by two organisations, Highland Senior Citizens Network's concern that hundreds of people in the Highlands are not getting the treatment they need for their cataracts.

Alison asked about the National Assembly and Glenda said it was likely to be 25th November 2016. As this is not ideal Glenda will try for an earlier date.

Scottish Parliamentary Reception in spring 2017 - no date yet.

Honour- Item from previous meeting, Tom to progress

LGBT SOPA application for membership agreed.

Alison asked about the application to the Cooperative Bank. Glenda had submitted details but electronic signatures were unacceptable. The application will be re submitted.

John White, asked about the charities accounting software. Glenda advised that 'QuickBooks' would be adopted.

10. Dates of future meetings

Thursday 20 October 2016 – please note that this meeting will be held directly across the road from SOPA offices, at the Sacred Heart Church as the meeting on Wednesday 16 November 2016 is postponed.

Meetings at Hayweight House on Wednesday 18 January 2017, Wednesday 15 March 2017 and Wednesday 17 May 2017.

Minutes agreed on 20th October 2016

Proposed: Alan Sidaway

Seconded: Diana Findlay

Chair: Tom Berney

