

**SOPA Committee Meeting**  
**Wednesday 20 July 2016 11.30 – 15.30**  
**Hayweight House, 23 Lauriston Street Edinburgh EH3 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
Alan Spinks	National Federation of Occupational Pensioners
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

**In attendance**

Glenda Watt	SOPA Co-ordinator
Rosa Ardia	SOPA Administrator
Prof Scott Murray	University of Edinburgh Medical School

**Apologies**

Barbara Barnes	Alzheimer Scotland
Alison Clyde	Generations Working Together
Mike Lynch	Orkney Voices
Donald Macleod	Highland Senior Citizens Network
Bill McDonald	Renfrewshire Seniors Forum
Sandra McGregor	Make It Happen Forum, Falkirk
Bashir A Malik	Interfaith Association Edinburgh and Scotland
Alan Sidaway	National Pensioners Convention Scotland & Vice Chair of SOPA
Rohini Sharma Joshi	Trust Housing Association
Tim Puntis	LGBT Age, Scotland – resigned and will be replaced
Christine Wilson	Scottish Human Development

**1. Welcome and Apologies**

Tom welcomed members to the meeting, including Professor Scott Murray from the Primary Palliative Care Research Centre, Centre for Population Health Sciences Section, University of Edinburgh. He noted a resignation from Tim Puntis who has not been well. It is hoped a replacement will be identified from LGBT Age Scotland.

**2. Declaration of Interests**

Tom explained the meaning of 'Declaration of Interests' but none were reported.

**3. Chairs Remarks**

Tom thanked everyone for their attendance and support then invited Professor Murray to give his presentation.

#### **4. Proposed Research on improving care for older people in the last years of life. Professor Scott A Murray and Dr Marilyn Kendall**

Professor Murray described the proposal to involve older people. He stated that his research group has conducted over 1000 interviews with people in their last years of life. These were collected as part of earlier studies looking at people's experiences of cancers, heart failure, liver disease, stroke, lung problems and old age. He further said that many older people have several of these conditions at once and there is much to be learned, if the interview findings were collated to look at what people need and find helpful across the different conditions.

Professor Murray said he would like to find about 10 people to form a small group. This group will meet 6 times between January 2017 and Dec 2018. There will be an initial training meeting to look at the ways that research interviews are carried out and analysed. The group will meet 5 more times to add their vital interpretation to the themes and findings from this re-analysis. The group will also help prepare materials for sharing the findings with a variety of audiences. He hoped this would ensure that the perspective of older people is well represented, the research stays focussed on issues of importance and relevance to older people, and that it is implemented.

As Dr Marilyn Kendall is an experienced researcher she will collect the interview scripts and do the analysis, aided by older people's thoughts, experiences and discussions. People who join the group do not need any special qualifications, skills or medical knowledge.

The Committee were very interested in this study and said their involvement in it would be a worthwhile experience. Everyone declared an interest in joining the group. Glenda will forward names to Professor Scott and inform other members of this Committee.

#### **5. Draft Note of Meetings on 25 May and 30<sup>th</sup> June 2016 and Matters Arising**

Draft Note of Meeting on 25<sup>th</sup> May was accepted and the Draft Note of the SOPA Strategy Meeting on 30<sup>th</sup> June was also accepted subject to correction of minor typing errors.

##### **5.1 Matters Arising from Note of Meeting 25<sup>th</sup> May 2016**

- **Meeting with Minister** – Tom and Glenda will have an introductory meeting with Joanne Freeman MSP Minister for Social Security on 9<sup>th</sup> August. The Minister will then meet a small group of SOPA Committee members on 6<sup>th</sup> September. Tom invited members to declare an interest in participating in the meeting and John Parkhill responded.
- **Membership forms** for Kintyre Seniors Forum and Scottish Council on Deafness were approved unanimously
- **Trustee applications** from 9 members of the SOPA Committee (listed above) were approved unanimously
- **Voluntary Action Fund (VAF)** – Glenda explained that VAF's health check of SOPA will include meetings with the VAF development officer, Claire McVeigh, production of SOPA's policies and procedures for approval by this Committee, opening and managing SOPA's own bank account and appropriate record keeping of SOPA's fund of £16,250 to 30 September 2016.
- **Honour** -Tom said he would progress this
- **National conferences on Care** - Glenda reported that the events were commercially organised and included reduced price tickets at £80+ but there are no free places for older people. Mary Benson said she will ask West Lothian Council to

pay for her to attend and John White asked if this issue could be raised with the Minister.

- **SOPA logo** -Tom encouraged each organisation to use the logo on its publications or web sites and to bring forward information on group activities.

## **6. Local SOPA meetings**

Glenda provided an update on delivered and planned meetings, as below. She encouraged Committee members to attend and give their support;

- Campbeltown on 15 July 2016 - Tom, Glenda and Rob attended this meeting that included 29 participants. A draft briefing note was produced of the proceedings and this returned to the group for comments. Rob suggested that more emphasis and detail could be made of the campaigning case studies to give a clear picture of how older people had raised their concerns and the Scottish Government or Parliament had dealt with them.
- Future meetings – 4<sup>th</sup> August, Saltcoats, 15 August, Tranent, 31 October Scottish Council on Deafness and 29 September in Galashiels. Eileen provided contact details of a colleague in Aberdeen who is willing to contribute to a meeting there.

## **7. National Assembly and Receptions**

Tom referred to correspondence from the Scottish Parliament's Presiding Officer indicating that SOPA could be held in the Parliament and that liaison with its event team is requested. Although a number of meetings had been arranged to discuss the event these had been postponed without clear explanation. Glenda will try her best to arrange another meeting as soon as possible.

It was agreed that Christine Graham MSP would be asked if she would be willing to host another reception in the Scottish Parliament which could take place in the autumn or and before 30 June 2017.

Correspondence is awaited from Mhairi Black MP for a date of the Westminster Reception and a suggestion was agreed that the Scottish Youth Parliament could be invited to attend the Assembly.

## **8. Proposed Use of Co-operative Bank**

While SOPA funds are securely held and managed by SCVO currently, Glenda explained the general requirement for a SCIO to run its own bank account. SCVO has also requested that SOPA undertakes this task. She referred to SCVO's webpage on how to do this, including a list of banks that provide a service to charitable organisations. From this list Glenda suggested that SOPA could use the Cooperative Bank as it had a number of advantages and she had received positive information from another charitable organisation and Committee member of its service.

All members of the Committee agreed to use the Cooperative Bank, although Rob Snodgrass had a slight reservation as he had heard the Co-op Bank had gone through a difficult time. However, Tom commented that many banks had suffered but he understood that the Co-op Bank's problems had been resolved. Glenda agreed to confirm that.

## **9. Draft Financial Statement to from 1 April to 30 June 2016**

Glenda referred to the draft statement including estimated and actual expenditure. However, the actual rental of SCVO office and equipment is omitted due to the non-arrival of the SCVO invoice. It was noted that an underspend of just under £5K existed due to the low cost of some local meetings, no costs towards a reception or annual assembly and an end of April entry into the SCVO office. Glenda said that following arrival of the SCVO invoice, the SOPA financial records would be reconciled with the SCVO records and a report would be submitted to the Scottish Government on SOPA activities and expenditure.

#### **10. SOPA Funding from 1 July to 30 September 2016**

Glenda spoke to the estimated budget submitted to VAF for funding until June 30 2017. She explained it was similar to the estimated budget for April to June 2016. However, now that there was clarity about SOPA staff employment arrangements and activities, local meetings, national assembly and two receptions she sought permission from the Committee to re modify the budget estimates. Glenda also stated that she had sought permission to do this from the Scottish Government and was informed that this was possible, if fully explained. The Committee agreed in principle to the request. During this conversation Tom explained the need for SOPA to identify a Treasurer as soon as possible and although an advert had been placed in the Volunteer Centre, Edinburgh there had been no response. Diana Findlay volunteered to take on the Treasurer role temporarily. Everyone was delighted and thanked her for this.

#### **11. Co-ordinators Report**

Glenda spoke to a short briefing paper on recent activities including;

- **Essential policies and procedures** that SOPA must adopt such as those on: Equality and Diversity; Engagement and Participation; Volunteering, Finance; Employment Arrangements including anti bribery and Risk Management. Draft policies on Equality and Diversity and Engagement and Participation were considered and approved by the Committee. Eileen Wallace suggested that a Code of Conduct policy be considered as well. This was agreed.
- **Staff matters** – Rosa Ardia will be leaving SOPA on 31 August 2016 to live in London. Everyone thanked Rosa for her excellent contribution to SOPA and said she would be missed. Arrangements will be made to find a suitable replacement as soon as possible.
- **Campaign issues** – Glenda reported that she, Rosa, Betty Milton and Eileen Wallace had attended meetings on Age in Mind - a network to tackle discrimination towards older people with mental health problems. Interesting information had been gathered on people's experiences and a meeting is now sought with the civil servants dealing with this subject.
- **Committee learning and capacity building** – Glenda asked for ideas and suggestions to assist the Committee build its capacity. John Parkhill enquired about an induction pack for new Committee members and said he would forward ideas to Glenda.

#### **AOCB**

- NB Gathering for Older People in George Square, Glasgow on 1<sup>st</sup> October 2016

**Date of future meetings to be held at Hayweight House, Edinburgh from 11.30 – 15.30:** Wednesday 7 September 2016, Wednesday 16 November 2016, Wednesday 18 January 2017, Wednesday 15 March 2017 and Wednesday 17 May 2017.

Minutes agreed on 20<sup>th</sup> October 2016

Proposed: Diana Findlay

Seconded: John Parkhill

Chair: Tom Berney

