

Celebrate Age Network Forum

Minute of Committee Meeting held on 17th June 2009 at DVA, 10 Constitution Road, Dundee

Present : Irene Dowie (Chair) Ian Rodgers Apologies : Ella Dobbie
 Ron Flight Hilbre Jenkins
 Alan Stewart Stan Smitz
 Jan Goodall Eddie Gordon
 Margaret Hume (observing)
 Frank Davie Susan Gunn

1. Welcome

The Chairperson extended a welcome to all attending, particularly to members who are joining the Committee for the first time following the AGM.

2. Apologies - noted as above.

3. Minute of Meeting of 23 April 2009

Approval of the minute was proposed by Jan and seconded by Irene.

4. Matters Arising

Par 4.3 : Telecare Project Board - Margaret advised the Group that the Telecare Project Board which she had attended as the CAN Forum representative has been disbanded. The new project lead, Avril Smith-Hope is considering alternative ways of taking this development forward.

5. Treasurer's Report

5.1 Alan reported that the balance as at this date (17 June) is £7247.19, after outgoings of £345.02 since the beginning of April. Details of the items contained in the balance are as follows :

Awards for All :	£2725.74
DCC Transport A/c :	£759.17
Help the Aged Grant :	£3000.00
DCC (Sect 10) Grant :	£751.00
Cash in Hand :	£11.28

NB : CAN Forum can expect to receive an account for room rental which will require to be paid out of our balance.

6. Reports from Sub-Groups

6.1 **Community Safety Sub-Group** - Irene reported that the meeting at Craigiebank on 12th May had taken place. A copy of the minute of that meeting is attached for information. A question on community safety had been formulated which Susan will ask Gary Miller (who is compiling the Community Survey) to include in the questionnaire.

6.2 **Transport Sub Group** - The minutes of the recent Transport Sub Group meetings held on 7th May and 11th June were adopted – proposed by Hilbre and seconded by Irene. Jan presented the Mystery Travelling Project report (relating to travel by taxi) which summarised the good points and identified areas for improvement. This met with approval by the group who accepted

a proposal that this report form the substance of the next CAN Forum newsletter. The group agreed that Neil Gellatly, Dept of Planning and Transportation, be approached with a view to requesting him for funding to assist with the production of the next newsletter.

Jan drew the attention to the issue raised in Par 1 of the minute of 11 June - the general concern for transport raised across several theme groups, and the concern of the Transport sub-group that there is as yet no group that recognises transport as a social need. Merrill Smith (Chair, Dundee Partnership) agreed to raise this issue with the Partnership.

Alan Stewart and Susan are to meet to discuss financial arrangements for the next phase of the Mystery Travelling Project which will involve surveying bus travel. A successful meeting of those interested in participating in this phase of the project was held at the Queens Hotel on 18th May. The report of that meeting was tabled for information.

6.3 Information and Involvement Sub Group - The minutes of this sub-group held on 8th May and 11th June were presented for adoption - proposed by Alan and seconded by Jan (minute of 8th May, proposed by Alan and seconded by Jan (minute of 11th June). The minute of the Craigiebank Older People Issue Group which met on 12th May was also tabled (see also Par 6.1 above)

The group discussed various issues relating to the resource pack and website :

1. Design for front cover, spine and back of pack - proposed designs were accepted, though not all were in full agreement with the design for the back of the pack
2. Quotes for the printing of the packs (initially 500 copies) : two quotes had been received. Following discussion the group agreed to accept Winter's quote of £3739 which was the less expensive of the two.
3. Circulation of Resource Pack : This had been fully discussed by the Involvement sub-group who had raised concerns about whether sufficient copies will be available. Hard copies will be distributed to sheltered housing complexes, libraries, GP surgeries and used in the outreach pilots in Craigiebank and Ardlar. The information will also be available to professional staff on the web so it can be downloaded.
4. Funding for printing future batches : The costs of the first print run are met by the Lottery Fund grant and funding for the following print run has already been identified in part.
5. Reassurance has been given to the Involvement sub group members that printing of future batches as required will enable us to be responsive to meeting.
6. It is expected that the draft will be ready to go to the printers by 26th June.
7. Website development - Susan has been negotiating with the developer, and had a draft copy of the home page available for the group to see. It was suggested that a "strapline" with the group's logo, welcoming visitors to the CAN Forum website be added, though some were of the view that having the logo for CAN Forum and appropriate text so prominent sufficed. Susan will discuss these issues with developer. The task of the web site group will be agree upon the content headlines for each information theme. It was agreed that we should undertake some testing of the site before it goes "live" and in this regard Susan's suggestion of engaging with computing groups for older people was accepted. A feedback form for gathering views will be developed. The website home page as it is being developed can be viewed by logging on to www.dundeeanforum.org.uk or www.dundeean.org.uk.
8. Proposals for the launch of the resource pack and website : It had been proposed by the Involvement sub group that the resource pack and web site could be launched at an event in October, perhaps involving Dundee' Older People's Champion and alongside this have a "roll out" amongst older people making use of IT facilities in Libraries and Community Centres. The group agreed this proposal. In the first instance Susan will contact the Older People's Champion to seek agreement to what could be provided.

6.4 Health & Social Care Sub Group - The minute of the OPSPG Involvement sub group held on 8th May was tabled, as was an evaluation report from the Ardlar event held on 15th May. The event itself had been successful, many people enjoying the workshop sessions and the taster meals provided at the end. Several people have become members of CAN Forum as a consequence, and the event served to raise the profile of the organisation in the Ardlar area. Though no one from Ardlar has been identified to be involved for the contact strategy it is proposed we take stock and decide how best to follow this up. Many older people are already significantly committed to helping in other organisations

or as carers to others.

7. **Co-option to Vacancy on Committee** - It was noted that one vacancy remains on the Committee. It was agreed that Peter Glen, Betty Doig and Mike Hendry be approached.
8. **Appointment to Sub groups** - It was agreed to appoint the Conveners of the sub groups at this meeting with members of the groups being separately agreed with the involvement of the new Conveners. Following discussion the following Convenerships of the Sub Groups were agreed :
 1. Community Safety - Irene Dowie (proposed by Margaret, seconded by Jan)
 2. Health and Care - Margaret Hume (proposed by Ron, seconded by Jan)
 3. Involvement and Information - Ron Flight (proposed by Irene, seconded by Frank)
 4. Transport - Jan Goodall (proposed by Margaret, seconded by Irene)

CAN Forum representatives on the CAN Reference Group will be Irene Dowie (proposed by Margaret and seconded by Jan) and Alan (proposed by Margaret and seconded by Jan).
Representatives on SOPAG will continue to be Ian Rodgers and Alan Stewart.
Equality and Diversity Forum representatives will be Alan Stewart (proposed by Margaret, seconded by Ian) and Ron Flight (proposed by Margaret, seconded by Ian).
9. **CAN Co-ordinators Report - no further update**
10. **Constitution Update** - Susan confirmed she had made revisions to the Constitution as a result of comments received at the AGM. The revised Constitution will be considered at the next meeting.
11. **Update on Website** - see par 6.3, bullet point 7.
12. **Older People's Champion** - Susan will be arranging to meet with Councillor Ken Lynn, Older People's Champion (also Depute Convener of the Health and Social Care Committee) to bring him up to date with older people's issues. The group considered it would be useful for him to meet the Forum's Committee members so Susan will also speak to him about this.
13. **Membership Applications** - It was agreed that new membership requests would be considered by the Secretary and the Co-ordinator and a welcome letter will be sent to new members.
14. **Words into Action 24th June** - three places have been booked by Susan for CAN. Attendance was confirmed.
15. **AOCB –**
 1. CAN Newsletter : the draft for the next newsletter will be brought to the next meeting. It was agreed that Page 1 will contain the results of the taxi survey (Mystery Travelling Project and Page 2 will be dedicated to the Ardler event.
 2. Concerns were raised about whether or not CAN is covered in insurance terms, and what the extent of our liabilities might be as an organisation were raised by Irene. Susan suggested it may be helpful for Irene to meet with Christine Lowden of DVA to discuss this. Ron would also like to be involved in this meeting.
16. **Future Meetings of CAN Forum** : Dates till the end of the year were confirmed.