

**THE CHURCH OF SCOTLAND
SOCIAL CARE COUNCIL**

Meeting held in
CrossReach Charis House, Edinburgh
23rd April 2014

Minute

Present:	A list of those present is attached at appendix 1
Apologies:	Apologies were noted and are attached at appendix 1

	Agenda item	Action
89.	Welcome and Opening Worship The Convener welcomed members to Council and read from the Book of Numbers where Children of Israel were in the desert waiting for signs from God on which direction to travel. She said that God's signs were not always easy to read and that we should keep alert. The Convener constituted the meeting with a prayer.	
90.	Apologies Apologies were noted in appendix 1 attached.	
91.	Declaration of Interest There were no declarations of interest.	
92.	Minute of Social Care Council 20th February 2014 The minute was accepted and change made.	
93.	Matters Arising ~ How to deal with Service Users Monies – The CEO apologised as the deadline for the policy being operational had been missed. He advised that this was a complex policy and the views of operational staff had been sought to ensure that it was fit for purpose. The policy would go to the Finance and Resources Group 30 th April for approval. ~ HR Resourcing Policy – On agenda ~ Income Generation Task Group to be established – First meeting scheduled for 20 th April. CEO and Chair of the Group, Bill Usher had met to discuss the Groups remit ~ Service of Celebration – Mari Rennie issued invitations to Council members who wished to attend.	
94.	Standing Items Finance and Resources Group – Minute 26^h March 2014:-	

	<p>Professor Tom Chadwick Chair of the Group spoke to the minute and highlighted a number of areas: -</p> <ul style="list-style-type: none"> ~ It had been a satisfactory start to the year and managers had contained costs ~ Pension reserves for schools was £7.037m negative but a more accurate figure would more than likely be lower than this ~ Overall pensions deficit was £20m however CrossReach was paying £1m per year to reduce this deficit, he said that pensions deficits were not unusual as most companies were in a similar position, however there can be no deficit with the new Money Purchase Scheme ~ There is a review of pensions every 3 years to reassess cost/deficit ~ The CEO advised that Counsel's opinion sought by Church of Scotland Law Department had concluded that CrossReach were not liable for dilapidation costs at Belmont Castle but would incur costs for early release from the contract. A letter has been sent to Dundee City Council on the matter. David Reid confirmed that an electronic surveillance system has now been installed at Belmont, which would cost less than the current arrangements and would be used until matter was resolved. <p>Convener thanked Tom for his update and congratulated CrossReach staff for their hard work in keeping within the tight budget. She said it was comforting not to have to spend a great deal of time on the accounts with such positive results.</p>	
<p>95.</p>	<p>Executive Committee - Minute 26th March 2014</p> <p>The Convener advised that the 1st meeting of the Executive Committee had focused on the administration processes given that it would meet monthly rather than every second month. Council agreed to use the new template for Finance and Resources Group and Quality Compliance and Improvement Group on a pilot basis. The Committee discussed the development of a portal / central point on CrossReach's website where Council papers and minutes could be placed to be viewed/ accessed/ retrieved easily. Members said that a calendar of events would also be useful as well as links to other Councils of the Church and other relevant websites. The important issue was that it was maintained regularly.</p> <p>SCC agreed that these ideas should be developed</p>	<p>CEO</p>
<p>96.</p>	<p>Quality, Compliance and Improvement Group - Minute 26th March 2014</p> <p>Rev Richard Frazer, Chair of the Group, spoke to his report and highlighted some issues for Council:-</p> <ul style="list-style-type: none"> ~ The Group have agreed to meet every second month rather than monthly ~ Their focus / remit would be that of improvement and monitoring the impact of change ~ Time had been spent on discussing the Groups remit ~ The Group saw the importance of a 'Governance Manual' for all members which provided guidance on Governance and the 	

	role of the Group.	
97.	<p>Church Involvement Group The next meeting was the 16th May at 1:30 (1pm for lunch) and Lesley Hamilton – Messer will attend from Mission and Discipleship to give more detail on the Future Focus - The Way Ahead. The CEO also advised that he had met with Rev Martin Fair, St Andrews Church, Arbroath which will also pilot with CrossReach, along with St Andrew’s Bo’ness and Greyfriars Church in Edinburgh. Kay Keith advised that the Guild were keen to work with CrossReach and would provide a full update at the next Church Involvement Group meeting on 16th May.</p>	
98.	<p>Legacy Summary Ian Wauchope said that it was too early to predict the level of legacies that would be expected to be received during 2014, and that 2 years ago it had been agreed to reduce the reliance on legacies for operational needs from £1.2m to £600k. He agreed that this should also be reviewed annually at the budget setting exercise.</p>	
99.	<p>Interaction With Other Group</p> <p>Kay Keith – the Guild Kay advised that the Heart for Art project had been very popular with Guild members and she was pleased to advise that to date the Guild had raised £104,340.46. She said that the Guild was looking forward to working more closely with CrossReach and that a toolkit had been developed following the completion of the Golden Age project, a project to look at ways in which older people can be included in the life of the church and society and to highlight the positive contribution they can make. A toolkit will be launched at the General Assembly.</p> <p>Adrian Bark – Church and Society Adrian had produced a report which had been distributed with the papers for the meeting in advance. The Convener advised that to date no volunteers had been received from Church and Society to join the Social Care Council.</p> <p>Irene McGugan – Priority Areas Irene advised that she had no further update to offer.</p> <p>Clare Fleming - Scottish Churches Housing Action Apologies had been received from Clare for the Council meeting</p> <p>Convener - Council of Assembly C of A The Convener said that a great deal of time had been taken up discussing the Trustees report and the financial position of the Church at the last C of A, but gave a brief up date on other matters:-</p> <p>~ Interesting update from the World Mission Council about what’s happening across the world and the importance</p>	

	<p>countries place on receiving support from the Church of Scotland.</p> <p>~ Strategy Group – have produced an interim report on their progress</p> <p>Council thanked the Convener for her update.</p>	
100.	<p>Readiness for Self Directed Support (SDS) – Elizabeth Hay and John MacDonald, Business Development</p> <p>Presentation attached. The CEO advised that this was an ongoing agenda item and that members would hear more about SDS over the coming months.</p> <p>Council thanked John and Elizabeth for their presentation.</p>	
101.	<p>Reconfiguration of Residential schools – Paul Gilroy, Head of Schools</p> <p>Paul gave a presentation to Council which is attached for information. Paul said he would provide a breakdown on the number of referrals to the schools from each Scottish local authority. David Reid showed the brochure on modular building to Council members.</p> <p>Ian Huggan who had been a member on the working group for the review of residential schools and a Council Member for sometime said that he was reassured by the new model. The Convener thanked Paul and his team for the hardwork and for the speed in which changes were now being progressed.</p>	P Gilroy
102.	<p>CEO's Verbal Report</p> <p>~ Rubislaw – information has been sent to interested parties wishing to purchase the property and a closing date has been sent for 31 May 2014. Ian Wauchope advised that once a formal offer had been accepted it could take 6 months to complete the legal process.</p> <p>~ CrossReach's Annual Review will be available at the General Assembly.</p> <p>~ CrossReach's Assembly report will be taken on Wednesday 21st May and was the first report after prayers.</p> <p>~ Fringe event will take place between 12 and 2 on Thursday 22nd May in the Scottish Story Telling Centre in the High Street, Edinburgh to which all Council members were invited. Full details to be forward to Council members.</p> <p>~ Integration of health and social care is expected to take place during 2015 and a CrossReach working group will be set up to look at how this challenge will affect the organisation.</p> <p>~ David Reid advised that the refurbishment work at Bellfield is due for completion at the end of April and it was expected that residents would be transferred back towards mid May. A rededication service will take place on 30th September both the Convener and CEO would attend the event.</p> <p>~ Allan Logan advised that the staff at Wellhall had been working hard to turn round their Care Inspectorate results; a new manager was in place and they were conducting pre inspections to highlight any issues ahead of Care Inspectorate</p>	CEO

	<p>inspections and making changes were required. He said that the Care Inspectorate had recognised the improvements; however it would take time for grades to improve.</p> <p>~ Rubislaw – service users, families and staff have been informed of the plan to sell the service. A number of organisations have shown interest with the closing date set as 31st May 2014.</p>	
103.	<p>HR Strategy – Mari Rennie HR Directors</p> <p>Mari spoke to her report which had a number of objectives of :</p> <ol style="list-style-type: none"> 1. Reducing agency usage in Edinburgh services <i>which costs around £1m per year with weekends being very expensive. Offering additional payments to existing staff would be a cost to the business</i> 2. Developing a central relief bank of workers to work across a number of services in Edinburgh. <i>Low unemployment rates and lower hourly rates offered by Crossreach compared to other companies have hindered recruitment in Edinburgh</i> 3. Develop a suite of recruitment tools for all operational business. <i>The IT system at present cannot advise of the number of vacant posts as it is not fully automated. A new or updated system is required.</i> 4. Establish a metrics to evaluate relief bank and recruitment process 5. Provide a positive customer experience for applicants and Managers. <i>HR have agreed to accept email references to speed up the reference process and new contracts will include a mobility clause – to allow the movement of staff across our services in areas such as Aberdeen, Edinburgh and Glasgow</i> <p>There was a full discussion including a discussion on our Christian commitment. The CEO reminded Council that these issues were time critical and that doing nothing was not an option. Council agreed in principle to the recommendations in the report on a 6 months trial basis, but that the £62,000 set up costs seemed high. Report to be referred for the Finance and Resources Group for consideration of the costs.</p>	M Rennie
104.	<p>Presentation to Council</p> <p>The Convener asked Council in small groups what headline areas she should highlight in her speech given that it was the Social Care Council report - suggestions included:-</p> <ul style="list-style-type: none"> • Proactive involvement/ownership of all Church members/ Ministers in local CrossReach services - we need your help • We need to find pathways to share vacancies and volunteering opportunities with Church members • Blow trumpet on good work undertaken by CrossReach • Highlight the hard facts about funding • Engaging more with the Guild - given popularity of Heart for Art – pilot ‘CrossReach Local’ • Church based recruitment drive • Charity begins at home ie. CrossReach • Need to maintain quality at a time of change 	

	<ul style="list-style-type: none"> Promote change to residential schools model Advise that Self Directed Support is coming in and what the implications are Recognition of the work of staff <p>The Convener thanked Council for their ideas and advised that Social Care Council report would be the first report taken after prayers on Wednesday 21st May.</p>	
105.	<p>Acknowledgement of Retiring Members</p> <p>The Convener thanked the following members for their time, commitment and contribution to the work of CrossReach -</p> <p>Mary Landels – for serving 2 terms on Council (Mary was unable to attend the meeting).</p> <p>Rev Douglas Irving – for serving 2 terms on Council and a member of :-</p> <ul style="list-style-type: none"> Finance and Resources Committee Geilsland Review Group HIV Working Group playing the piano for opening devotions <p>Ian Huggan - for serving 2 terms on Council and:-</p> <ul style="list-style-type: none"> Vice Convener Member of the Strategic Budget Review Geilsland Review Group Member of the Schools Task Group <p>Ian thanked the Convener for her comments and said that he would continue to champion the work of CrossReach at presbytery. He said that he had been grateful for the opportunity to serve as Vice Convener of the Council and was pleased about the strategic direction of the residential schools</p> <p>Kay Keith – serving on the Council for 1 term and:</p> <ul style="list-style-type: none"> Member of Quality and Standard Committee Member of the Strategic Budget Review Member of the remuneration Group <p>Kay said she looked forward to working with CrossReach in her new role as Convener of the Guild.</p>	
106.	<p>AOB</p> <p>There were no further business items</p>	
107.	<p>Date and Time of Next Meeting</p> <p>19/20 June residential meeting in the West Park Conference Centre Dundee .</p>	
108.	<p>The Convener thanked members for their contributions and the meeting was closed with The Grace.</p>	

Signed:
Convener

Signed:
Chief Executive Officer
Secretary of the Council

Date:

Date:

Appendix 1

Social Care Council

23rd April 2014

Sederunt:

Mr Adrian Bark
Rev Richard Begg
Mrs Martha Bogle
Dr Sally Bonnar
Prof Tom Chadwick
Rev Dr Richard Frazer
Mrs Mary Ford
Mr Douglas Hope
Mr Ian Huggan
Rev Douglas Irving
Mrs Kay Keith
Mr Stuart Lynch
Mrs Irene McGugan
Mr Richard McLeod - ACNG Chair
Mrs Kathleen MacPherson
Mrs Susan Pym
Rev Thom Riddell
Mr Ian Russell
Rev Ramsay Shields
Mr Bill Steele
Rev Hugh Maurice Stewart
Mr Angus Swan
Mr Bill Usher
Dr William Wallace

Apologies:

Mrs Clare Fleming
Mrs Brenda Graham
Rev David Gray
Mrs Mary Landels

In attendance:

Mr Peter Bailey	(Chief Executive Officer)
Mrs Mari Rennie	(Director of Human Resources & Organisational Development)
Mr Allan Logan	(Director of Services to Older People)
Mr Ian Wauchope	(Director of Finance & Resources)
Mr Calum Murray	(Director of Adult Care Services)
Viv Dickenson	(Director Children and Family Services)
Mr David Reid	(Head of Estates)
Mrs Elizabeth Hay	(Head of Business Development) Item 8 only
Mr John Macdonald	(Business Development Adviser)
Mrs Diane Gunstone	(Minute Secretary)