

## THE CHURCH OF SCOTLAND SOCIAL CARE COUNCIL

Meeting held in  
CrossReach Charis House, Edinburgh  
Wednesday 11<sup>th</sup> December 2014  
10:30 to 3:30 pm

### Minute

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

	<b>Agenda item</b>	<b>Action</b>
<b>38.</b>	<p><b>Welcome and Opening Worship</b></p> <p>The Convener welcomed members to the meeting with a particular welcome to Valerie Thomson who was the Church and Society Council's (C &amp; S) representative on Council. The Convener asked Valerie to take the Councils' good wishes to C &amp; S.</p> <p>Rev Richard Begg gave a reading and the CEO showed Council the glass dove which had been presented by the Moderator Rt Rev John Chalmers at the Charis House service at the end of CrossReach week in November. The Convener said that the dove had been made from glass collected in bomb sites in Syria and reshaped into the beautiful glass dove proving that – beauty can be made from brokenness. She drew comparisons to the work of the Social Care Council.</p> <p>The meeting with constituted with prayer.</p>	
<b>39.</b>	There were no declarations of interest.	
<b>40.</b>	<p><b>Service to Older People</b></p> <p><b>Presentation on OOMPH initiative by Gwen Anderson, Activity Co-ordinator Queens Bay Lodge and winner of the Scottish Care Awards for Meaningful Activity.</b></p> <p>Gwen provided some detail on the initiative before Council took part in an OOMPH session to Christmas music!</p> <p>OOMPH – Our Organisation Makes People Happy was set up in 2011 with the aim of transforming and improving the quality of lives for older people. The sessions increase the levels of physical strength and mobility in people and research showed that there has been a reduction in falls and improved social interaction. Allan Logan, Director for Services to Older People said that OOMPH sessions were in all our Services to Older People.</p> <p>The Convener thanked Gwen and said that it gave Council an</p>	

	insight in to the activities undertaken in care homes	
41.	<b>Minute of the Social Care Council 17<sup>th</sup> September 2014</b> The minute was agreed.	
42.	<b>Matters Arising :-</b> <ul style="list-style-type: none"> <li>• <b>Income Generation Task Group</b> – on agenda</li> <li>• <b>Leaflets for CrossReach Sunday</b> – completed</li> <li>• <b>Documents on portal</b> – completed</li> <li>• <b>HR resourcing policy</b> - Report to come to February 2015 Council</li> <li>• <b>Presentation on the Golden Age project</b> – regrettably it was not possible to incorporate this into CrossReach week</li> <li>• <b>Scottish Church Housing Action</b> – completed</li> <li>• <b>Priority Areas Meeting</b> – staff attended, Council members were unable to attend</li> <li>• <b>Joint Conference with Church and Society</b> – see item 29 on the agenda</li> </ul>	M Rennie
43.	<b>Standing Items</b>	
44.	<b>Executive Note for October 2014</b> The Convener highlighted a number of items:- <ul style="list-style-type: none"> <li>• Council of Assembly had approved the business cases for Gaberston House and Cameron House.</li> <li>• The balanced scorecard is being refined following discussions between the Executive and CMT.</li> <li>• Simon Fitzpatrick was working with West Dunbartonshire Council to identify suitable sites for the school – there were 2 possibilities at present which were being taken forward.</li> </ul> <b>Executive Note for November 2014</b> <ul style="list-style-type: none"> <li>• Archiving and Record keeping – approval had been given by Finance &amp; Resources Group and Executive Committee for the employment of a senior archivist to ensure our files are stored correctly, retrieved quickly and cross referenced if appropriate and within the appropriate legislation.</li> <li>• Brenda Fraser's husband Tom had died suddenly a few days after attending the Scottish Care Awards. Council's thoughts and prayers were with Brenda at this time.</li> </ul>	
45.	<b>Income and Expenditure Periods 9 and 10</b> Chair of the F & G Group Richard Begg spoke to the accounts and said that the figures were in line with the budget. 4 Services To Older People were being monitored:- <ul style="list-style-type: none"> <li>• Whinnieknowe</li> <li>• Glasgow Supported Living</li> <li>• Oasis Bankfoot, and</li> <li>• Rubislaw – going through the registration process with the Care Inspectorate, but the process was taking longer than</li> </ul>	

	expected.	
46.	<p><b>Balance Sheet Periods 9 and 10</b> Richard Begg advised that we didn't need to draw down as much as we had done in the past - £200k in total rather than £300k per month from the Church. Legacies were down not only in CrossReach but across the whole Church. CEO said that the ideal would be that legacies were not in the budget once we reach breakeven.</p>	
47.	<p><b>Governance of other Committees</b></p> <p><b>Council of Assembly (C o A)</b> The Convener said that the C o A were very supportive of the work we do and were aware that CrossReach did not pay the living wage nor have staff had a cost of living wage rise unlike staff in other Councils of the church. The CEO also said that he was the Coalition of Care and Support Providers Scotland (CCPS) representative on the living wage discussions with CoSLA. He also said that the Church would report its progress to the issue of the living wage at the 2015 General Assembly.</p> <p><b>Church and Society</b> <b>Valerie Thomson</b> Valerie said that the joint conference with Church and society and CrossReach in November had gone very well and that David Bradwell would be back in post in January. Interviews for the Secretary of Church and Society would take place on 17<sup>th</sup> December 2014.</p> <p>The Convener thanked Valerie for her update and said that Adrian Bark who was the SCC representative on C &amp; S was unable to attend Council today.</p> <p><b>The Guild</b> <b>Brenda Graham</b> Brenda said that the monthly information sheet that CrossReach was now issuing to presbyteries was very interesting and a good way to share the work that we were doing. She also said that had visited Cunningham house recently and that the local Guild was supporting service users by knitting hats and scarfs for them.</p> <p>Brenda to be invited to a Corporate Management Team meeting to discuss local partnerships.</p> <p><b>Scottish Churches Housing Action</b> <b>Clare Fleming</b> Clare said that she would share some key dates for events in 2015 and that the CEO and Convener had been invited to an event on 12 February 2015. CEO confirmed it was in his diary.</p> <p><b>Priority Areas</b> Irene McGugan and Richard Begg to make contact again with the Group. Richard also advised that he sits on the Rural Churches Group and that CrossReach will have a stand at the 2015</p>	D Gunstone

	Highland Show which is a good opportunity to promote our services.	
<b>48.</b>	<p><b>Approval of 2015 Budget</b> Richard Begg, Chair of the Finance and Resources Group highlight some key issues –</p> <ul style="list-style-type: none"> <li>• 2015 is a transition year with the projection that we reach breakeven in 2016 Service to Older People and Adult Care were in surplus</li> <li>• Children and Families £1,2421m in deficit</li> <li>• Occupancy good at schools – higher than budgeted but it was expected that occupancy will fall</li> <li>• Central services were in deficit – as services close (Belmont and Rubislaw) less money is coming into the centre - a review of central services will be undertaken early in 2015</li> <li>• There will be a pensions review again in 2016 and it was hoped that the £1m paid annually into the Church of Scotland Final Salary Pension Scheme would reduce</li> <li>• Review of property with a list of work required to be undertaken and appropriate timeline</li> <li>• Unable to consolidate £100 one of payment to staff in 2015</li> <li>• If delay in Rubislaw sale it could cost an additional £25k over Christmas</li> <li>• Accurate accounts allows for quick remedial action to be taken if necessary</li> <li>• Once income generation strategy in place it is expected to bring in money – but we have not budgeted for anything at present</li> </ul> <p>The Convener said she was confident that we were on the right track and thanked the Corporate Management Team and staff for their work. The Council approved the 2015 budget</p>	
<b>49.</b>	<p><b>Income Generation Task Group (IGTG) Bill Usher</b> Bill Usher spoke to the report and said that the group recommended the appointment of an Income Generation Manager to take forward the Income Generation Strategy and the wider range of functions that are currently being addressed. It was noted that the manager would have targets to reach and that we needed to ensure that we had accurate information. A review of Razors Edge was being undertaken at present. Task Group to meet again on 12<sup>th</sup> January 2015.</p>	
<b>50.</b>	<p><b>Nomination of Vice Convener</b> Convener said that the Executive Committee recommended Rev Hugh Stewart to Vice Convener but the governance procedures had not been fully completed as yet. SCC agreed with the nomination</p>	Convener
<b>51.</b>	<b>Quality Compliance and Improvement (QC &amp; I) Operating Manual</b>	

Item 5.1

	<p>Rev Richard Frazer spoke to the newly developed manual. He said it was good for members to know what was expected of them and it was clearly articulated in the manual which will be replicated for the Finance and Resources Group and the Executive Committee.</p> <p>The Convener thanked QC &amp; I and Mari Rennie for producing the template.</p>	F & R Group Executive Committee
<b>52.</b>	<p><b>Review of 2014</b></p> <p>The CEO gave Council a presentation to Council on the highlights of 2014 and the difference CrossReach was making in people's lives.</p> <p>Presentation is attached for ease of reference.</p>	D Gunstone
<b>53.</b>	<p><b>AOCB</b></p> <p><b>Care Inspectorate forms</b></p> <p>The CEO advised that the Care Inspectorate had asked Council Members to complete a Care Inspectorate form and our legal department have confirmed that this is necessary. He thanked Council members for taking the time to complete the form and for those who had not done so, to complete and return to Claire Hay in Charis House asap.</p> <p><b>How would Council members like their papers delivered</b></p> <p>D Gunstone to ask Council members to indicate how they would like to receive their papers.</p> <p><b>Current pilot Committee Structures</b></p> <p>It was agreed that the pilot should be reviewed after 1 year in April 2015. All papers on the portal prior to each meeting.</p> <p><b>2015 General Assembly Report</b></p> <p>The draft report will come to Council in February 2015.</p>	D Gunstone
<b>54.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>10:30 on 11<sup>th</sup> February 2015.</p>	
<b>55.</b>	<p><b>The meeting was closed with the Grace</b></p>	

Signed: .....  
Convener

Signed:.....  
Chief Executive Officer

Secretary of the Council

Date: .....

Date: .....

Appendix 1

**Social Care Council**  
11<sup>th</sup> December 2014

**Sederunt:**

Rev Richard Begg  
Mrs Martha Bogle  
Dr Sally Bonnar  
Prof Tom Chadwick  
Mr Jo Elliott  
Rev Dr Richard Frazer  
Mrs Clare Fleming  
Mrs Mary Ford  
Mrs Brenda Graham  
Mr Douglas Hope  
Mr David Matheson  
Mr Ali MacRae  
Mrs Irene McGugan  
Mrs Kathleen MacPherson  
Mrs Susan Pym  
Rev Thom Riddell  
Mrs Sheila Robertson  
Mr Bill Usher  
Dr William Wallace  
Mr Angus Swan  
Mr Bill Steele

**Apologies:**

Mr Adrian Bark  
Rev David Gray  
Mr Stuart Lynch  
Mr Grant Petrie  
Mr Ian Russell  
Rev Ramsay Shields  
Rev Hugh Maurice Stewart  
Rev Arrick Wilkinson  
Rev Sheila Moir

**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)
Mrs Viv Dickenson	(Director Children and Family Services)
Mrs Diane Gunstone	(Minute Secretary)