

Minutes of Meeting of the Board of Trustees, MS Therapy Centre Lothian on Monday 27th July 2015 in the MS Therapy Centre, 40c Swanfield, Edinburgh

Prior to the opening of the meeting, CM and JT lead a discussion on health inequalities and the contribution the Centre can make to reduce such inequalities. This is a key area of political interest and is likely to continue as such for the foreseeable future. **ACTION: A sub-group to be set up to consider our role further and make recommendations to the Board in terms of future direction – NC, SS, JT and CMcN.**

Present:- Carole Macartney (Chair); Sheila West; Yvonne Rafferty; Janice Thomson, Ben Moran, Neil Lucas, Charlotte McNeill, Sylvia Smith.

In attendance:- Nancy Campbell .

1. **Apologies for Absence.** Apologies for absence were received from Cathal Cunningham and Paul Bartlett.
2. **Register of Interests.** JT made some changes. **ACTION: SS to complete Rol form and send to CM. CM to then pass to YR.**
3. **Follow-up to HMRC decision.** In the absence of CC, CM lead the discussion on the actions required. These relate in the main to streamlining income received by the Centre as a contribution towards treatment by using the DOC account and to separate these from other income received from fundraising initiatives which would be paid into the main account. **ACTION: NC to review all current payments into the DOC account. NC to ensure links on our web page are reviewed in line with our conclusions.**

With regard to any invoices raised, we need to examine the rate charged and the method of charging, possibly utilising our trading company. The key differences in how we provide services to those being referred and to those self-referring need to be clear to all parties. **ACTION: NC to review current arrangements with a view to making any possible changes from 1.1.16.**

We agreed to change the language used for payments relating to treatments- this is now to be 'voluntary contribution'. **ACTION: NC to arrange for all signage in the Centre and article in newsletter highlighting this.**

The Trustees considered various options for a future model of charging vs donations (summary paper issued at the meeting). Overall there was discomfort with the concept of means testing. This will help inform the deliberations of the sub-group previously set up to look into future charging structures. The aim is to have any changes in place for 1.1.16. **ACTION: the sub-group to report to the Board as soon as possible. CC (to lead), SW and PB to be in sub-group.**

4. **Review of Progress towards 2015 Objectives.** The 2015 Objectives as set out in the 2014 Annual Report were discussed. Progress on a number of areas has been very positive whilst there are others we need to focus during the coming months. Given the decision by Scottish Government to stop funding the Neurological Alliance, this objective will be seriously hampered and should be put on hold until we get a clearer understanding of the future landscape.

ACTION: CMcN and Fiona to work on targeting other organisations to market our services and promote the Centre.

ACTION: CM and NC to review possibilities for support in NHS Borders and Fife. The current climate will be significantly affected by the ongoing integration of health and social care services.
ACTION: CM to contact Morna Simkins the new MS Society Director and invite her to MSTC.

5. **Minutes of Previous Meeting held on 20th April 2015 and draft Minutes of AGM held on 22nd June 2015.** The Minutes of the Meeting held on 20th April 2015 and the draft Minutes of the AGM held on 22nd June 2015 were approved by the Trustees. **ACTION: CM to sign minutes from 20.4.15. ACTION: YR to check notes to see if draft Accounts for the year to 31st December 2014 (which were approved at the AGM) were Proposed and Seconded or simply approved by those in attendance.**

Matters Arising from Minutes. CM spoke on paper and the Trustees discussed this. It was noted that the number of actions outstanding had been reduced.

6. **Manager's Report.** NC spoke on the paper and the Trustees discussed this. SW asked how much the Mad Hatter's Tea Parties had raised this year. **ACTION: NC to check figures to date.** The revised format for the therapy statistics was noted and it was agreed provided improved information.
7. **Finance Report.** CM said CC apologised for late arrival of the Report which the Trustees then discussed. CM thanked NC for her and the staff's efforts to increasing the donations this year and keeping the expenditure down. The financial position at the half year point was looking healthy. There were some questions regarding the overall deficit figures and how these had arisen given the otherwise healthy situation. **ACTION: CM to check figures with CC (deficit figures).**
8. **Chair's Report:** CM spoke to the paper. The Trustees noted the successful conclusion to the issue highlighted at the previous meeting. Work is ongoing to ensure the auto-enrolment pension scheme will be up and running by 1st January 2016.

All Trustees ratified decisions made in line with delegated authority and as set out in the paper.

9. **Workforce Report.** CM spoke to the paper. The Trustees discussed the Workforce Report and noted the recent changes in staffing. Proposal to support the Project Support Worker post whilst awaiting notification of grant application was approved.
10. **AOB & date of next meeting.**

JT told us of the Cosmic Training for Stronger Voice run by CHSS. Also Self Management Week 28th September to 2nd October- we are planning to have an event to launch this.

It was agreed that the Christmas Coffee Morning would be held at the MSTC this year. It is hoped that more service users will engage with the event. The date is to be **Saturday 14th November.**

The next Trustees meeting is scheduled for **Monday 26th October 2015.**

There being no further business, the meeting closed at 8.55pm.

Signed  Date26.10.15.....
Chair