

Minutes of Meeting of the Board of Trustees, MS Therapy Centre Lothian on Monday 28th July 2014 in the MS Therapy Centre, 40c Swanfield, Edinburgh

Present: Carole Macartney (Chair); Sheila West; Yvonne Rafferty; Ian Smith, Cathal Cunningham, Neil Lucas and Janice Thomson.

In attendance: Nancy Campbell; Gillian Robinson (for presentation before business of meeting commenced)

Gillian Robinson (Lead Physiotherapist at MSTC) delivered a presentation to the Trustees on the development of the physiotherapy service within the MSTC. This linked to the paper which had been previously circulated to Trustees regarding what staff resources we require going forward. The Board thanked GR for her interesting presentation and for her efforts in support of the Centre.

There then followed a discussion on accessibility of services and the pros and cons of charges versus donations. This would obviously entail income assessment processes to be put in place which some charities are now doing. However it was agreed that whilst it might be something to think about for the future, this is not the right time to be considering this.

The Trustees also discussed with GR about the possibility of physio outreach clinics. We have recently obtained funding for outreach physio to take place in the home setting- this is a pilot project so will be carefully monitored and reviewed. **ACTION: Gillian Robinson – is this a feasible project for the future? (GR left meeting)**

Physiotherapy Service Review & Proposals. CM spoke on her paper which had been emailed to all Trustees prior to the meeting. All trustees had been invited to comment via email and it had been agreed that it was best to discuss this matter at the meeting in depth. Following the presentation and discussion on the options for staffing, all Trustees present agreed Option 2 was the best way forward for a six month trial period commencing 1st August 2014. This will need to be reviewed towards the end of 2014, with a report to the Board early in 2015. **ACTION: CM/NC to implement the proposals and to review as outlined.**

1. **Apologies for Absence.** Apologies for absence were received from Ben Moran, Paul Bartlett.
2. **Register of Interests.** JT has a change to be made to the Register of Interests. **ACTION: JT and YR.**
3. **Risk Register for MSTC Lothian.** CM raised the matter of a Risk Register and our approach to Risk Management. This had been an exercise undertaken recently for KICC Active Lothian. It was agreed by all as a good idea to refresh our approach and to set up a sub-committee to look at this issue. **ACTION: NC, CC, YR and IS to be on sub-committee.**
4. **Matters Arising.**
 - a. Follow up on HMRC letter. **ACTION: CC to speak to Heather.**
 - b. Possibility of becoming ESPC's chosen charity. **ACTION: YR to find contact.**
 - c. Contact details of Trustees to be updated. **ACTION: CM to email Trustees.**
 - d. Website updates. **ACTION: NC to add Minutes**

e. Lighting. SW enquired about the lighting situation. NC told the Trustees that she had contacted Energy Efficient Scotland. They had carried out an audit and we were awaiting a report and to find out if any grants available for this purpose.

f. Minutes of the Meeting held on 28.4.14. These were approved by all and signed by CM.

5. **Management Report.** The Trustees discussed the Management Report presented by NC. The various matters raised were considered. In particular, there was some concern re the activity surrounding Yoga classes at the Centre. Participation is based on a fixed charge but there seemed to be some discrepancy between payments and numbers attending. NC suggested that over-booking might be a possible approach but there would be no need if people paid prior to attending each block of classes. The Board thanked NC and the staff for their hard work. **ACTION: NC to speak to Chris Liddell regarding this and in particular the numbers at the 12.30 Yoga class on Thursday.**
6. **Finance Report.** CC spoke to the paper and the Trustees discussed this. All agreed that the financial position was reassuring at this stage but noted that the HMRC gift aid issue was still outstanding.
7. **Chair's Report:** CM spoke to the paper. There is to be a Staff Development Day on 27th August 2014 and the Centre would be closed on that day. All decisions made since the last meeting and which required ratification were agreed by all Trustees as per Appendix 1.
8. **Workforce Report.** The Trustees discussed the Workforce Report. All agreed that the decision of 2 key staff to leave due to their relocation was very concerning and required immediate action. The proposals set out to cover the staffing rota over the coming weeks were all agreed. All Trustees agreed that communications and decisions regarding the two key posts should be carried out via email. **ACTION: NC/CM**
9. **Service Users Group.** Nothing to report. All Group members would be communicated with regarding their involvement and the need to re-invigorate the group, however given staffing shortages this would not be an immediate priority.
10. **MSNTC Update.** IS reported that:
 - a. There were a couple of Trustee resignations
 - b. There would be no refund of the 2013/14 subscriptions. They have decided to reduce the subscriptions for 2014/15 instead.
 - c. The position regarding the Oxygen Advice Line was still ongoing and hopefully the agreed protocols would be available to member Centres soon. The regional support approach had been agreed and IS would be the link person for the Lowland Centres in Scotland. He would be organising a meeting to discuss options for the way forward regarding oxygen therapy and other considerations. **ACTION: IS**
 - d. Pensions Auto enrolment: CM had attended a seminar on this and the matter was being discussed with MSNTC. Keegan & Pennykid can advise on steps needed for implementation (this will come into force in 2016). We will need independent advice to ensure due diligence in this matter.
 - e. IS mentioned a Sanitising Unit for masks and tubes at a cost of approximately £825. It might be something to consider for the coming year.
11. **AOB & date of next meeting.**
 - a. CM suggested Sponsored Links to relevant organisations be put on the website. **ACTION: NC to organise**
 - b. SW enquired if we were having a Coffee Morning this year. It was agreed that this would go ahead but no date was set as yet – perhaps early November. **ACTION: SW to contact Craighall Centre to secure a date.**

The next Trustees meeting will be held on 27th October 2014 at the MS Therapy Centre starting at 6pm.
There being no further business, the meeting closed at 9pm.

A handwritten signature in blue ink, appearing to read "Aislinn Lynam".

Signed

Chair

Date27.10.14....