

Minutes of Meeting of the Board of Trustees, MS Therapy Centre Lothian on Monday 25th April 2016 in the MS Therapy Centre, 40c Swanfield, Edinburgh

Present:- Carole Macartney (Chair); Robin Stevenson, Neil Lucas, Charlotte McNeill, Sylvia Smith, Roo Kharbanda and Janice Thomson.

In attendance:- Nancy Campbell .

1. **Apologies for Absence.** Apologies for absence were received from Cathal Cunningham, Paul Bartlett, Sheila West and Yvonne Rafferty. Nancy informed Trustees on Yvonne's progress after her fall. Flowers and get well card sent from Centre.

CM welcomed Roo and Robin to their first MSTC Board Meeting. CM noted that Ben Moran has stood down from the Board at the end of his term of office due to pressures from University studies and a possible relocation for employment. CM thanked Ben for the work and commitment he has contributed to the Centre over the past 3 years.

2. **Register of Interests.** Robin Stevenson and Roo Kharbanda have completed their Register of Interests submissions and passed same to CM. **ACTION CM to pass to YR on her return.**
3. **Staffing options and Implications.** CM and NC spoke to the papers circulated prior to the meeting. Liz Day has left wef 17th April – Band 6 equivalent post. The Centre is now closed on a Monday evening and operating two hours less each week. Generally the staff struggle to meet CPD, holiday, training, sick leave, person-centred inductions and anything unforeseen.

GR is providing 2 extra hours each week (this was cover for Liz on mat leave) and it is proposed she continue with this until Christmas which is required to maintain current activity. Manilos Sfakianakis (MSf) has proved his worth and has fitted well into team and Centre. We would therefore like to retain his services. However in order to do that we will need to ensure his wider development. MSf will greatly benefit from experience outside the Centre to augment his MS skills with MSK and pulmonary practice. The SLA with NHS Lothian allows for MSTC staff to spend time within NHS and for their staff to do likewise within the Centre. Liability for MSf would rest with the Centre together with paying his wages for the additional 7.5 hours each week, should a suitable placement opportunity be agreed.

Damien works 10 hours each week and is looking for more hours if, and when, available. That flexibility is helpful for MSTC, as he lives locally and can respond in emergencies. Fiona looks for a half day every second Thursday and currently it is difficult to fulfil the 75 hours per fortnight so is happy to reduce working hours slightly as is Lynne. NC requires time freed up to progress development aspects of her role, especially as a major funding proposal is at early stages of preparation. She would like to cut her hours slightly and work one day from home.

It was agreed in line with the proposals set out in the papers that Damien to be offered 16 hours each week until 31.12.16; Gillian to continue as present until 31.12.16; MSf to be offered a permanent contract for 30 hours per week and asked to agree to two months' notice period. SS asked if there could be a clause which would compel Manilos to repay the cost of his training should he leave the employment of MSTC within a set period.

ACTION NC to explore this with Manilos.

MSTC did not award any pay increase during 2015. A 1% increase would be in line with public sector and if backdated to 1st April would cost an extra £614.00 per annum and send a positive message to all staff. MSf and DM will get new contracts and not pay award. **All proposals agreed by Board as set out in the papers.**

4. **Update on Strategy Development.** CM explained that Strategic Plan ends 2016 and we now need to start preparation of new plan to cover period 2017 – 2020. PB has offered the use of his home/kitchen for a working morning away from the Centre on Saturday 18th June from 10.00 to 2.00 pm. Paul is horizon scanning and staff have been undertaking a review of the existing strategic plan. CM and NC confirmed an impartial facilitator would not be required. **ACTION: CM TO EMAIL TO ALL TRUSTEES RE ARRANGEMENTS FOR 18.6.16**
5. **Trustee skillset and portfolios.** CM ran through the timetable until change of Office Bearers will be required following 2017 AGM. Succession planning now will assist smoother handover, hence completion of 2014 – 16 Strategic Plan and preparation of new 2017 – 2020 Development Plan. CM working on spreadsheet for new Trustees to collate information and review portfolios. **ACTION CM asked all Trustees to consider taking on the role of Vice Chair during 2016 and taking on an officebearer role in 2017.**
6. **Minutes from Previous Meeting.** The development meeting held in January was minuted as Action Points. These were approved.
7. **Matters Arising from Minutes.** Items not on the agenda were discussed by the Board.
8. **Manager's Report.** NC confirmed progress with Stadcloud on a Customer Relations Management system. A new social marketing plan will be ready for the meeting in July 2016. NC meeting HH regarding funding. Weir Foundation now looking to fund small local charities and MSTC no longer meet their criteria. Staff training day went very well and proved its worth. Demand for physiotherapy is increasing. Presentation at the Anne Rowling Clinic went very well and has resulted in NHS professionals requesting access to the Centre. The therapy statistics were noted. **ACTION: CMcN to meet with FM to develop marketing plan for July meeting.**
9. **Finance Report.** Finance report was noted. Detailed figures regarding therapy income were discussed as improvements are required in coding. In particular Acupuncture is showing a deficit between anticipated and actual income. SS asked for short snap audits on processes to determine if recording errors are occurring. **ACTION: NC to follow up with HH to check on certain aspects of income/expenditure recording.**
10. **Chair's Report:** Report was noted and CM asked for ratification on three major spends, WC upgrades, revised insurance policy and the temporary contract for Damien May. All 3 had been circulated and agreed via email. All were ratified.
11. **Workforce Report.** Covered in first Item. Statistics on volunteers to follow by email. **ACTION: CM (email send 10.5.16)**
12. **AOB & date of next meeting.** NC distributed flyers for physio and oxygen costs. These will be laminated and placed on seats in chamber and at reception. SS asked for **donation** to be printed in **BOLD** The next Trustees meeting is scheduled for **Monday 25th July 2016.**
Upcoming dates
 21st May Living with MS – Sheraton Hotel.
 25th June Mad Hatters race night, Carrickvale Golf Club
 25th July Next MSTC Trustees Meeting
 24th October MSTC Trustees Meeting
 There being no further business, the meeting closed at 8.50 pm.



Signed

Chair

Date25.7.16