

Minutes of Meeting of the Board of Trustees, MS Therapy Centre Lothian on Monday 24th October 2016 held at Morrisons, 3 Waterfront Broadway, Granton, Edinburgh

Present: Carole Macartney (Chair), Sheila West, Yvonne Rafferty, Paul Bartlett, Janice Thomson, Sylvia Smith, Robin Stevenson

In attendance: Malcolm Chisholm, Nancy Campbell.

1. **Apologies for Absence.** Apologies for absence were received from Cathal Cunningham, Charlotte McNeill and Rohini Kharbanda.
2. **Register of Interests.** No changes were intimated. MC was welcomed to the meeting- his application for the role of trustee is underway. **ACTION: MC to complete Register of Interest form and return to YR.**
3. **Physiotherapy Service Developments.** The Trustees discussed the paper and would like to record their thanks to Gillian for her flexibility and commitment especially during the staffing changes. The Trustees agreed the Proposed Contracts, wished Manolis success with his secondment and welcomed Matt to the team.
4. **Update on Strategy Development.** The Trustees discussed the paper submitted by CMcN and Fiona. **ACTION: It was agreed that we should approach Universities or Colleges who are providing courses on Marketing to see if any students would be interested in working with us on projects/placements etc (NC/CMcN).**

ACTION: It was agreed that Fiona would work on marketing for a few hours a week and that some of Lynne's time is allocated to cover this.

Big Lottery application – NC had prepared possible timeline. The sub-group consisting of PB, SS and NC is leading the forward process.

NC said that she had applied for Pilotlight (Project Consultants) for support. We are awaiting the outcome from that process.

CM and NC to attend the University of Warwick on 10th November for an MSNTC seminar on Expansion, Change and Centre Development.

ACTION: Trustees agreed that Strategic Development should be an item for all trustees to engage with and should be put on every Agenda.

5. **Centre Refurbishment.** NC explained that Bilfinger are to refurbish the Centre following an article Dean Reilly put on YouTube. The Centre is to close from Friday 2nd December to 12th December 2016 for this. The renovations are extensive and there are some costs the Centre needs to cover. The Trustees agreed a budget of £8,000 towards these costs. **ACTION: NC to take the lead on this process and if there are any deviations from the proposed budget to liaise with the Board as appropriate.**

PB left the meeting

6. **Partnership Working Opportunities.** JT explained that we should build partnerships with other local grassroots organisations. We are already working with the likes of LCIL and Vocal but there are others such as HCL (Handicabs). One of the Centre users is the "poster girl" for Handicabs. **ACTION: JT to do a piece for the next Newsletter.**
7. **Matters Arising and Minutes of Last Meeting.** MC pointed out that Ben McPherson is the SNP MSP for North Edinburgh & Leith and not South Edinburgh as in the Minutes. With that amendment, the Minutes of the last Trustees meeting were then approved. **ACTION: CM to sign.**

ACTION: JT, NC, SS and CMcN to resurrect the sub-group to look at Health Inequalities in light of the recent developments resulting from the Marmot Review. This sub-group would focus on inequalities as a result of ill health and needs us to review our service provision from that perspective. JT to lead the group.

8. **Manager's Report.** Discussed and noted. Thanks to NC and the staff for all their work.
9. **Finance Report.** Discussed in CC's absence. It was agreed that there is good cost control by NC. Budget for 2017 to be developed. **ACTION: CC to work with Heather Hartman to ensure a draft budget is produced during December.**
10. **Chair's Report.** Discussed. **ACTION: CM to follow up complaint to Royal Bank of Scotland.**
11. **Workforce Report.** Discussed. The Trustees noted Marta's recent appointment to 31.12.16. Given the shortness of this and work needed on the draft budget for 2017, it was agreed in principle to extend her contract to 31.3.17. This will clearly depend on satisfactory performance and progress. **ACTION: NC to monitor and act as appropriate.**
12. **AOB.** There have been some recent concerns regarding security at the Centre, with strangers wandering around and on several occasions directly into the Centre. **ACTION: It was agreed to explore the purchase of CCTV for the Centre (NC).**

The dates of the Board meetings for 2017 were agreed as set out on the agenda with the exception of January's meeting- this is changed to Monday 30.1.17. The date for the AGM has not as yet been decided.

Christmas Fair date – 12th November 2016

Refurbishment closing – 2nd to 12th December 2016

Christmas closing – 24th, 25th, 26th and 27th Dec and 31st Dec, 1st, 2nd and 3rd Jan 2017.

VHS conference- 24th November 2016.

There being no further business, the meeting closed at 8.40pm. The next Board meeting will be held in our newly refurbished Centre on 30.1.17 starting at 6pm.

Signed *Cause Macasmas*
Chair

Date *20/1/17*