

Note of Meeting

Independent Living Fund Scotland: Stakeholder Group Meeting

**Calton Heritage and Learning Centre 423 London Road, Glasgow,
G40 1AG**

Thursday 27th June 2017: 11:00am - 3:00pm

Present

Peter Brawley
Chloe McKee
Gordon McKee
Jim Elder-Woodward
Andy Higgins

Apologies

Fiona McColl
Linda Burke
Cathie Heaney
Rosemary Moffat
Laura Forbes

In Attendance

Peter Scott
Holly Child
Margaret Wheatley

1. Welcome and Introductions

Peter welcomed Beatrix (ILF Scotland Finance and Sponsorship Manager) from the Scottish Government.

Following introductions, Jim formally welcomed everyone to the fifth meeting of the Stakeholder Group.

2. Minutes of Previous Meeting

The group were happy with the previous minutes.

3. Matters arising

Margaret provided an update to the group about pensions and explained that it has now been agreed what information is needed, including set up costs and management fees (unless covered by any Centres for Inclusive Living).

She also explained that the assessor report will be edited to incorporate pensions.

Some stakeholder group members enquired as to whether, for those employees who wanted to opt out, the employer needed to pay for the cost of an 'opt out compliance' certificate.

Action: Margaret to find out this information and let group members know.

4. Available Income Policy

Peter informed group members that the most recent submission that has been made to the Scottish Government for a change to the Available Income Policy (in which the available income contribution is capped for every recipient at £103) is still being considered by the Minister.

Stakeholder group members made it very clear in the meeting that they would have liked a decision to be made on this proposed policy change by now. They also asked to be informed as soon as a decision had been made.

Action: Peter S to inform all stakeholder members regarding the outcome of this decision.

5. Changes to policies 31, 39 and 40

Policy 31

Margaret updated group members on proposed changes to Policy 31. There was a collective understanding and agreement from group members that this policy should be by exception, ensuring that there are safeguards in place. It was noted that the use of the word 'carer' would be changed to 'Personal Assistant'. Margaret explained that the policy would be used for a trial period before being reviewed.

Policy 39

Margaret advised group members that this policy needed to be updated to align with local authorities. Therefore, the proposal was to raise the capital level to £26,250 and if an individual's capital level was higher than this then they would not be eligible for ILF.

Some group members felt there shouldn't be a capital level at all, but accepted that ILF needed to align with local authorities and be in line with Scottish regulations.

Policy 40

Margaret provided an update regarding some proposals to changes in this policy. Group members overall felt that they couldn't agree or comment on these proposed changes as they didn't know enough about the legality of trust funds.

It was agreed that Margaret would clarify the policy changes and what the framework was for decision making regarding this policy.

Action: Margaret to clarify policy changes and what the framework for decision making was with group members.

6. New Fund

Peter S advised that the joint ministerial announcement will be on Thursday 29th June. Phase one will focus on 16-21-year-olds and the transition from child to adult services. The ILF scheme will open later this year.

7. Assessment Report

Peter asked to carry this agenda item forward to the next meeting as it wasn't quite ready and needed to be reviewed further before obtaining the views of stakeholder group members.

8. Redundancy Policy

The Group discussed how the local authority usually puts a cap on these costs and this is usually not sufficient to cover redundancies. Peter S advised that it was a statutory responsibility to pay redundancies, however, agreed there is a problem.

Andy asked if ILF Scotland should be talking to Insurance companies with streamlining their policy expectations, aligning costs and simplifying the claims procedures.

Peter B commented that in many cases the highest rate of Employers Liability Insurance is not effective for many people.

Andy asked whether an amount of unspent monies should be retained to cover such things and ILF would save on administering this practice.

Peter S responded by saying that this needs area needs to be explored further as there are a lot of upcoming liabilities and cost pressures for recipients than ever before.

9. Self-Employed PAs

Peter B advised that self-employed PAs need documentation to realise their responsibilities.

Margaret suggested a one-page guidance (left with recipients) to give clear information on what to look for if a person is self-employed. It should also include information on the consequences/liabilities of not checking the documentation. She advised that employers would be held liable for tax and NI contributions if a self-employed PA doesn't pay tax and the employer has not checked their self-employment certificate. HMRC has good guidance on this.

The group agreed it should be diligent and kept as simple as possible.

10. Scottish Living Wage Uplift

Peter S updated group members that the Scottish Living Wage uplift had now been processed by the system for recipients in Scotland. However, he explained that for those who are at the maximum level of award they will receive a visit from an ILF assessor to look at what can be done with their award to try to incorporate the Scottish Living Wage.

11. AOB

The group discussed user-friendly issues that had arisen from using the forum site. Andy advised that he had increased the forum's inactivity time to one hour. Questions arose about what the forum site can be used for. Andy advised that it can be used for anything, such as music, blogging, articles etc. Andy will send group members Youtube link with the guidance.

Margaret asked how site could be promoted and suggested to widen it to the ILF recipients.

Action: Andy to send group members the Youtube link with the guidance.

12. Next meeting

The date of the next meeting will be on Thursday 7th September at Hamilton Town Hall from 11am until 3pm.