

Note of Meeting

Independent Living Fund Scotland: Scottish Recipient Advisory Group Meeting

Zoom Meeting

Monday 21st February 1-3 p.m.

Present

Jim Elder-Woodward
Chloe Mckee
Gordon Mckee
Any Higgins
Kate Walsh
Joan Turner
Hugh John-Glancy
Nic Reid

In Attendance

Peter Scott
Lee House
Linda Scott
Emma O'Neill
Robert White

Apologies

Christine Mercer

List of Actions:

1. Lee will email out electronic feedback forms for review when edits have been made for final comments.
2. Peter and Linda will discuss the Queens Jubilee payment for PAs with the sponsor team.

3. Linda will circulate an amended and final version of the Terms of Reference to the group before the next meeting.
4. Linda to share information about Employer NI costs

1. Welcome and Introductions

Jim Elder-Woodward welcomed everyone to the meeting and asked if everyone would give permission to record the meeting. Everyone agreed.

2. Minutes from previous meetings

Lee will send out the Charter for Involvement presentation from Marianne Craig to stakeholders following the meeting. (Done)

3. Matters arising

Linda would like to update the advisory group on the award manager sessions and will cover this in any other business.

4. Scottish Social Care Wage Increase

Linda Scott advised that ILF Scotland applied a 5.5% increase on the 1st December 2021 to all awards. The Scottish Social Care staff hourly rate will then go up to £10.50 on 1st April 2022. ILF Scotland will not automatically apply this uplift to care provider hourly rates but will handle any subsequent increases on a case by case basis.

5. Re-opening of the 2015 Fund

Linda advised that the Minister has asked his officials for more details around the social care figures provided by Local Authorities.

6. Policy Update/Covid 19

Linda advised that ILF Scotland will be amending policy 26 in 2022. She will send the revised draft to the group members for comment.

She advised that Covid-19 sustainability payments will likely be extended until June 2022; she is waiting on confirmation from the Scottish Government. This will allow ILF Scotland to continue to make payments to recipients for replacement support where their normal support is absent.

(Robert White joined the meeting at 13:33)

7. Review Visits, Review Reports, GDPR

Robert advised that the ILF review cycle has started again after the Omicron variant. ILF Scotland Assessors will take more time with reviews as they are now more complex and on average visits now take 2-3 hours.

Previously, if a recipient wanted a copy of their review visit report, ILF Scotland insisted that they submit a 'Subject Access Request' (A subject access request, or 'SAR', is a written request to a company or organisation asking for access to the personal information it holds on you). As part of ILF Scotland's Charter for Involvement Action Plan, it has now amended its internal procedures to make this easier while retaining safeguarding of peoples' personal information. At review visits, recipients can now ask the ILF Scotland Assessor for a copy of the visit report and this will be sent to the Award Manager once finalised for information purposes - the report would only be amended if there were any factual inaccuracies.

(Peter Scott joined the meeting at 13:46)

8. Electronic Forms Feedback

Lee will email out electronic feedback forms for review when edits have been made for final comments.

9. PA Recruitment & Retention

Linda asked the group to comment on their experience on PA recruitment and retention.

Group members gave examples of their experiences when hiring PAs covering issues relating to pay rates, advertising and shifts.

10. Planned Registration & Regulation of PAs

Peter advised the group that although the Programme Board has been very clear that there is to be registration and regulation of PAs, this will be available to PAs on a voluntary basis. He discussed the importance of any planned developments having the support of the Disability Rights Movement.

11. Charter for Involvement

Linda advised that there will be a progress report completed for 2021-22, which will go to ILF Scotland's Board. She will discuss this at the next Advisory Group meeting in May 2022.

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12. Queens Jubilee

Peter said he and Linda will discuss the potential for ILF Scotland recipient employers to provide their PA(s) with an additional public holiday for the Queens Jubilee with the Sponsor Team and update the group in due course.

13. Employers NI

Jim Elder-Woodward asked why ILF Scotland didn't pay for Employer's NI.

Linda explained that ILF Scotland can make contributions to Employer NI as part of a recipient's ongoing award if the total employer NI cost for the year exceeds the HMRC Employment Allowance, currently sitting at £4,000. ILF Scotland advised recipients of this when the Allowance scheme was introduced. ILF Scotland's Employer Support Information Note provides up to date information on this with links to HMRC webpages for further detail. Linda will share this with the group.

14. Terms of Reference

Linda will discuss an amended and final version of the Terms of Reference with Jim and circulate this to the group.

15. Any other business

Two questions from group members about sick pay and payment dates for PAs. Nic Reid mentioned that her NI payments were out of sync with HMRC. Emma O'Neill provided some advice to help that may help with this issue.

16. Future meeting dates and arrangements

Monday 23rd May 2022 12pm -3pm
Monday 22nd August 2022 12pm -3pm
Monday 21st November 2022 12pm -3pm