Independent Living Fund Scotland



Scottish Recipient Advisory Group Meeting Minutes

21 February 2022

Easy Read

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| Calendar pages showing 21 February 2022. | | | The meeting happened on Monday 21 February 2022 from 1pm to 3pm. | | |
| **A man looking into his computer screen. On a screen behind him we can see a 2 people smiling and waving.** | | | The meeting happened on Zoom. | | |
| Grey silhouetted heads around a question mark. | | | **Who was at this meeting?**  Jim Elder-Woodward  Chloe Mckee  Gordon Mckee  Andy Higgins  Kate Walsh  Joan Turner  Hugh John-Glancy  Nic Reid  Peter Scott  Lee House  Linda Scott  Emma O’Neill  Robert White | | |
| Grey silhouetted heads around a question mark. The image has been crossed out with a diagonal red line. | | | | **Who could not come?**  Christine Mercer | | | | |
| A screen showing an email envelope. | | | | **4 Actions from this meeting**   1. Lee will send out electronic feedback forms. | | | | |
| The face of the Queen, with a Union Jack flag behind her and the words 'Queen Elizabeth II 70th Platinum Jubilee'. | | | | **2**. Peter and Linda will talk to the sponsor team about possibly having a public holiday for Personal Assistants, for the Queen’s Jubilee. | | | | |
| A screen showing an email envelope. | | | | **3**. Linda will send a new copy of the Terms of Reference to everyone in the group. | | | | |
| A blue and red National Insurance numbercard. | | | | **4**. Linda will share information about Employer National Insurance costs. | | | | |
| A man and a woman shaking hands. | | | **1. Welcome and Introductions**  Jim welcomed everyone.  He asked if everyone was okay with the meeting being recorded.  Everyone agreed. | | | |
| A spiral bound minutes document. | | | **2. Action from the last Meeting** | | | |
| A computer screen showing an email envelope. To one corner is a clipboard showing a green tick for 'done'. | | | Lee will send out Marianne’s Charter for Involvement presentation.  This has been done. | | | |
| A green tick next to a woman writing on a clipboard. | | | **3. Any other things we need to talk about**  Linda said she will tell everyone about the award manager sessions later in the meeting. | | | | |
| A tall pile of 10 pound notes. | | | 1. **Scottish Social Care wages going up**   **Wages** mean the money that a worker is paid for doing their job. | | | | |
| A man writing on a clipboard with an image of a pile of 20 pound notes next to him. Below is the calendar page 1 December. | | | | Linda said that the new Social Care wage is 10 pounds and 2 pence an hour.  But the Independent Living Fund Scotland has added 5 and a half percent to all awards from 1 December 2021. | | | |
| A 10 pound note and a 50 pence coin. A calendar page showing 1 April. | | | | The Scottish Social Care new wages will be 10 pounds and 50 pence an hour from 1 April 2022. | | | |
| A 10 pound note and a 50 pence coin, all crossed out with a diagonal red line. | | | | Independent Living Fund Scotland won’t add this pay rise to care provider rates.  But it will look at pay rises in the future in each case. | | | |
| A map of the UK with Scotland highlighted in green. In front of the map a team of 3 people are leaning over a block chart on a table. | | | | 1. **Possibly opening the 2015 Fund again**   Linda said that the Minister has asked his team to find out more information from Local Authorities.  This will help to decide about opening the Fund. | | | |
| A spiral bound policy document, with a smaller email envelope to one side. | | | | | | | **6. Policy Updates**  Policy 26 is called Managing an ILF Scotland Award.  Linda said it will get looked at and changed in 2022.  She will send the new copy of Policy 26 to all the group members for their thoughts. | | | | | |
| An image showing banknotes being paid with an arrow pointing to the month of June. | | | | | | | Linda said that COVID-19 payments will probably carry on until June 2022.  This means that when Recipients don’t get their normal support, we can pay for support in the meantime. | | | | | |
| **A man looking into his computer screen. On a screen behind him we can see a 2 people smiling and waving.** | | | | | | | Robert White joined the meeting at just after 1.30pm. | | |
| A list of people. | | | | | | | **7.** **Review Visits, Review Reports and Data Protection**  Robert said that reviews have started again now.  He said that each review takes 2 or 3 hours. | | |
| 2 men sharing a document. 1 man is pointing to a document as if he is asking about it. | | | | | | | Robert said that Recipients don’t have to fill in a form to ask for their copy of the review visit report.  Instead they can ask their Assessor or the team. | | |
| **A man looking into his computer screen. On a screen behind him we can see a 2 people smiling and waving.** | | | | | | | Peter Scott joined the meeting just after 1.45pm. | | |
| A computer screen showing an email envelope. A magnifying glass is placed over part of the image. | | | | 1. **Feedback about Electronic Forms**   Lee will email out the electronic feedback forms for the group to:   * look at * see if there are any changes to be made | | | | | | |
| A personal assistant with his job title below him. | | | | **9. Personal Assistants**  Linda asked everyone how easy or hard it is to:   * get new Personal Assistants working * keep Personal Assistants without them leaving their role | | | | | | |
| A man on a phone at his desk, with a job vacancies website showing behind him.  A woman sitting with money around her as if she is busy budgetting. | | | | The group talked about things like:   * adverts for Personal Assistant jobs * how much pay * work hours | | | | | | |
| A document titled 'Register' with the names and faces of people on the front page in a list. | | | | **10. Personal Assistants Register**  A **register** is a list of names and details.  Peter said that the Programme Board want Personal Assistants to:   * be on a register * follow the same rules | | | | | | |
| A woman thinking. To her side is a thought bubble with a red cross and a green tick. | | | | But at the moment Personal Assistants are allowed to choose if they want to be on the register or not. | | | | | | |
| A group of disabled people. | | | | Peter said it is important that organisations that support disabled people’s rights are happy with changes in the future. | | | | | | |
| An Easy Read report document. | | | | **11. Charter for Involvement**  Linda said that a report is being written about how things are going.  The report will be sent to the Board.  Linda said she will talk about it at the next meeting in May 2022. | | | | |
| The face of the Queen, with a Union Jack flag behind her and the words 'Queen Elizabeth II 70th Platinum Jubilee'. | **12. Queens Jubilee**  Personal Assistants might get an extra holiday for the Queens Jubilee.  Peter said he and Linda will talk to the Sponsor Team about this. Then Linda will tell the group. | | | | | |
| A man holding his hand up to ask a question. Below him to one side is a National Insurance blue and red numbercard. | **13. Employers National Insurance**  Jim asked why Independent Living Fund Scotland does not pay for Employers National Insurance. | | | | | |
| A hand holding out a fan of bank notes. | Linda said that we can pay something towards Employers National Insurance if the year’s cost is over 4 thousand pounds. | | | | | |
| An information document in Easy Read style, with 8 blue arrows radiating outwards from the document, to show it being shared around. | There is information about this on an Employer Support Information Note.  Linda will share this information with the group. | | | | | |
| A man and a woman looking at paperwork together and talking. | **14. Terms of Reference**  Linda said she will talk with Jim about a final draft copy of the Terms of Reference.  After that she will share it with the group. | | | | | |
| 3 people sat a meeting table. The woman in the middle is asking the others if there is any other business to talk about. | **15. Any other business**  There were 2 questions about sick pay and Personal Assistants payment dates. | | | | | |
| A woman reading paperwork. Behind her is an official brown envelope. | Nic said that her National Insurance payments were not matching her HMRC details.  Emma gave some advice. | | | | | |
| Calendar pages showing 23 May, 22 August and 21 November. | **12. Dates of the next meetings**  The next meetings will be on:   * Monday 23 May 2022 * Monday 22 August 2022 * Monday 21 November 2022 | | | | | |
| A clock showing 12 noon. A red arrow points to a second clock showing 3pm. | All the meetings will be from 12 noon to 3.00pm. | | | | | |
| A young man smiling and waving. | This is the end of the Minutes. | | | | | |