

# Board Meeting Minutes

## Thursday 15<sup>th</sup> April at 2.00pm via Zoom

### 1. Welcome and apologies

Present – James Hilder, Jenni Hodgson, Ali Upton, Gill Calver and Claire Cameron. Elizabeth Carmichael joined the meeting late.

In attendance – Lara Van de Peer

Apologies - John Jones, Denise Anderson, Sally Semple and Joanne Matheson

It was noted that the meeting wasn't quorate. 5 Board members are required to make it quorate and at this stage, Ali Upton is not officially a Board member. The meeting went ahead on the proviso that any decisions that required Board agreement would be emailed to the remaining board members, after the meeting, for agreement or otherwise.

### 2. Minutes of the last Meeting

These were agreed with one small amend. The amount to be contributed by Urram towards a feasibility study should read £5000 and not £5.

**Action – Lara** to make the change and redistribute.

### 3. Matters arising not covered on the agenda

Board skills audit – James apologised at the delay in sending this out. **Action – James** to send round to the Board before the next meeting.

### 4. Dail Mhor House - Current status of Service & Operational Update

- a. Claire updated that Dail Mhor is still not open for planned respite and it's unknown when this will change. This is a Scottish government directive. There is increasing concern about the lack of respite provision in Highland and when DM does reopen, priority will be given on a needs basis. At the moment, there are two long term residents in Dail Mhor with complex care needs and the unit is open for emergency respite need. Claire is currently advertising for bank staff.
- b. Claire also advised that the community led support initiative that she is involved with is progressing and that it looks like the Peninsulas area could be included as a pilot area, along with Nairn and Caithness. Being involved in this project could benefit Urram and the long-term redevelopment of Dail Mhor. Ali has been involved with some of the original thinking around the project and will share some of the principles and person-centred outcomes for community centred support with the Board.  
**Action – Ali.**
- c. Covid cases in Highland remains stable, but there is still some vulnerability in the system and care providers are anxious about the return of visitors to the area over the coming weeks and months.
- d. Claire updated that Marie Law has now retired and has been replaced by Karen-Anne Wilson. Tracy Ligema is now the Deputy Chief Operating Officer for the NHS Highland

Communities team. NHS Highland are also in the process of reviewing their HR and recruitment processes.

## 5. Project officer update

- a. Community Consultation – Lara updated that she has just about completed the first draft of the report. It's very long and may need editing down to a more accessible level. **Jenni** and **Ali** offered to proof read and help make any required amendments. It was agreed that we should try to get the report out at the beginning of May and distribute a press release to go with the report.
- b. Feasibility Study – Lara has started to write the brief for the report. It was reported that WACDC had been surprised at the price of having the study undertaken. The cost (approx. £25,000) is however, standard for the first phase study of a complex, multi-million-pound project with housing, care and community elements. The second phase report will be considerably more expensive and may cost up to £100,000 as it will provide a much more in depth look at how the project can be realised practically and financially, and will involve input from a number of different professionals including quantity surveyors. The board hope to get this second phase feasibility study funded by the Scottish Land Fund. It was noted that **John** and **Sally** agreed to proof read and advise on the feasibility tender brief.
- c. Funding applications – Lara has completed and submitted funding applications for the feasibility study, to Morvern Community Benefit Fund, the Sunart Community Benefit Fund and the Ardgour Area Fund. She has also submitted an application to Lottery awards for All and started an application for the HC Ward Area Fund. It was discussed that contact should be made with HIE regarding the level of match funding that may be available. **Action – Lara.**
- d. Highland Hospice update – Lara updated that the zoom meeting that took place in March had been a success with 8 people from the local area attending, some of whom had previously shown an interest and had submitted applications, and some who were new. Since then, we have been advised that there have been 7 applications for the carer roles and although a couple of applications were received for the CoOrdinator role early on in the recruitment process, none were suitable to take forward to interview. We are now in a position where Highland Hospice are unwilling to proceed with interviewing, until they have a suitable Coordinator lined up and ready to employ.
- e. Lara has also established that the mileage expenses rate for the Highland Hospice roles is a flat rate £1.50 per (return) journey. It was agreed by those present that this was an unworkable allowance, given the distances involved in the area. It was also felt that people living between villages would fall through the net if carers were not willing to travel the distance required to provide care. It was decided that James would email the remaining Board members to find out their thoughts on the project and if everyone was in favour, pausing the current recruitment drive until a meeting with Highland Hospice can take place to discuss this further. Claire Cameron has also

been asked to make representation to the contracting team at NHS. **Action – James** to email board and if all are in agreement, contact Andrew Leaver at Highland Hospice to arrange a meeting to discuss the possibility of having a sliding scale for expenses.

- f. Highland Hospice Befriending – Following on from the meeting that James and Lara had with Highland Hospice about launching a Befriending Service for the area, (possibly a pilot in one or two areas), the Board asked Lara to proceed with applying for some start-up funding for a three-year initiative to employ a Coordinator. Confirmation to be agreed by all board members before proceeding. **Action – James** to email board. **Action - Lara** to apply for project funding.

## 6. A.O.B

- a. It was noted that a tonne of top soil has been requested from Dail Mhor for the redevelopment of the inner courtyard at Dail Mhor. The planters are also looking good outside – thank you to everyone involved in this.
- b. James has submitted an invoice for £7,500 to NHS Highland for the support of the Project officer role. James also explained that the budget for the project allows for £17,000 over the coming year for staffing (inclusive of all costs), leaving £11,000 available to put towards project costs eg. A contribution towards the Feasibility study. It was agreed that a financial report should be provided at each Board meeting going forwards and that copies of the meeting minutes should be put onto the Urram website, for public perusal.
- c. Project Officer job description – this has been revised and updated and no further comments have been received by the Board. James and Jenni (as Lara’s line manager) will meet to discuss a pay review in line with the new job description. **Action – Jenni and James.**

**The date of the next meeting has been agreed for 17 May 2021 at 11.00am**