

Urram Board Meeting Notes 7th October 2024 9.30am via Zoom

		Action
1	<p>Welcome and apologies Present: James Hilder, Sally Semple, Elizabeth Carmichael, Sandra Lawton, Ali Upton(for some of the meeting), Gill Calver, Catriona Hunter, Tracy Cameron, Louise White, Apologies; James Campbell, Karen- Anne Wilson, Jenni Hodgson, Denise Anderson</p>	
2	<p>Minutes of the last Meeting (8th July)</p> <p>Matters arising: i)Sandra has attended a couple of lunches, and there has been no signs regarding food allergies. Louise to sort before Ardgour lunch tomorrow. The box of sugar/tea and coffee etc has scope for cross contamination. Sandra will get some smaller boxes to keep items separate. ii) No progress with Acharacle trustee, but Tracy is now on the community council which should help with communication.</p>	<p>Louise</p> <p>Sandra</p>

3	<p>Finance</p> <p>Addendum Bank account at £90,306.51. HMRC payments have still not gone out despite direct debit being set up. James H to chase.</p> <p>The annual accounts were formally approved by James H and Gill. There were some outstanding funds relating to previous financial year from NHS which are now paid. Louise to contact Kirsty to see how to note these for next year.</p> <p>Funding update</p> <p>The funding picture is difficult, but Louise is working away, with funding as a priority. NHS Highland has extended the deadline for allocating funds by a month.</p> <p>Childcare- A peninsula wide survey has strongly evidenced the need- particularly in Acharacle. A consultant is now needed to turn the data in to a business plan. As Urram is concerned with care in the widest form, we are facilitating the existing group to find the money for the business plan. Then either a new group will be formed, or it requires a strategic board decision if community led child care comes under Urrams remit. Ultimately it will be decided with what is financially safe and sensible.</p> <p>It was discussed that long term funding is required. We can demonstrate that Urram is making a significant contribution but need some big guaranteed funds from a combination of Highland Council, NHS and the Scottish Government to continue. This needs to be a topic of conversation at all meetings with appropriate people, as we are becoming inhibited by insecure funding.</p> <p>This is something that Councillors could pick up, and soon there will be another new Councillor who can contribute.</p> <p>Urram needs to move forwards with an income generation strategy, as a steady income stream will make a dramatic difference.</p>	<p>James</p> <p>Louise</p>
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<p>4</p>	<p>Services update</p> <p>Befriending</p> <p>Louise met with Donna and Aukje for a handover of befriending clients, volunteers and current work load. Donna expressed her thanks at working for such a great charity, who looked out for their team.</p> <p>Louise and Aukje have a plan to meet with outstanding clients and volunteers in the Ardgour area, a potential volunteer in Lochaline and Tracy is checking in with clients not yet matched in Acharacle.</p> <p>There have been a two new volunteers come forwards as of late which will make a difference. Recent Highland Hospice meeting noted that lack of volunteers was an issue across the board, and befriending services are struggling.</p> <p>Community lunches.</p> <p>All back up and running. Aukje is running Lochaline and Ardgour and Tracy is running Acharacle. Ali will check in with Becca to get a date for November in Kilchoan.</p> <p>This more flexible way of working, staff covering different areas of services, in their own geographical vicinity is something that has been discussed at staff meetings, not only does it reduce traveling (cost, time and environmental impact) it should speed up our impact.</p> <p>The board agreed this was a good way forwards, and noted it was not how we started or envisaged as we only had one staff member- but a great way forwards.</p> <p>This is something to be built in to job descriptions- a Geographical Lead, explaining flexibility and how things are. Several staff members have struggled with the flexible nature of our work so perhaps it is not clear enough at recruitment stage and should be considered for future staff members. Sandra suggested a geographical board member mentor and Elizabeth reminded everyone that she has oversight of pastoral care. It is hard to meet up with team members, and even when she has managed conversation and discussion is not always forth coming. Elizabeth reminded Tracy, that she was very happy to chat if and when Tracy needs it. However this should be part of the induction process- and could end up with a geographical board member mentoring the individual.</p> <p>Transport</p> <p>A couple of new drivers have been recruited recently, more are still required especially as there have been a few un-met journeys recently. Tracy clarified that lifts are shared, if appropriate, to reduce the number of journeys required.</p> <p>Forestry Land Scotland are not willing to share their electric vehicle charge point in the event ours is not working. Still waiting to hear from the Fire brigade.</p> <p>There has been a servicing bill for the Berlingo and James and Tracy are still working through electrical billing for the charge point in Strontian.</p> <p>Tracy confirmed that we have a charge point for the Nissan, at the medical practice, but that Miles is mostly taking care of Nissan charging for the moment.</p>	<p>Louise/Aukje</p> <p>Tracy</p> <p>Aukje/Tracy</p>
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<p>5</p>	<p>Projects</p> <p>a) SiRD. Tracy has produced a leaflet to spread around with all the self directed support information- and how we can help in one place. She has been at the SDS collaboration meetings, monthly SiRD meetings, and engaged in a 4 week block of self evaluation information which should help with our recording of information for funding across the board. She has completed part 1 of the community brokerage award, has six people interested in personal assistant work and matched 1 service user to a personal assistant.</p> <p>James Sally and Ali have a remaining action, to discuss and consider our social impact and how we report information. To set up a meeting. Ali offered support as part of the SDS collaborative and involvement with other SiRD projects. Ali and Tracy agreed to catch up every couple of months. Sandra offered to write a journal article. There was a national PA network article recently in Lochaber life, and it might be good to follow it up with a similar article but from a local angle. Ali to find the article and share with Sandra.</p> <p>b) Local Care Model. Louise has had several meetings with Ian and Pauline. Ian has met care at home employees, shared the idea and created enthusiasm for the project. They are all invited to the first design session on the 30th of October. Louise has invited many others, but none have yet responded. (James, Sally and Elizabeth confirmed they could attend!)</p>	<p>James/Ali/ Sally</p> <p>Ali/Tracy</p> <p>Sandra (Ali)</p>
<p>6</p>	<p>Dail Mhor House- Current status of service and operational updated (NHS)</p> <p>Email update from Karen-Anne Wilson which confirmed jobs were live and advertisement was ongoing. Gill to confirm advert has been received for November DTD. The open evening gathered interest with people definitely interested in work. The 8 that attended shared their details with NHS but chose not to share with us.</p> <p>Grass cutting and tidying has not happened, despite Sarah Fanet and KAW thinking it had.</p> <p>To be raised at the next meeting with Kate Forbes on the 15th of November. Going forwards it would be good to have an understanding of the financial cost of re-opening- new furniture etc but also heating issues, and to ensure that the costs do not become a barrier to re-opening. LW to ask KAW for an update on the repair bill. There was a comfort fund for Dail Mhor, which could be utilised for changing some of the furnishings. LW to clarify where that money has is.</p> <p>Sandra expressed concern for waning interest. If individuals apply early and then have no immediate response, then over the month they could go on to other work. We need to seek reassurance that this will be minimised.</p> <p>Email correspondence with Michael Foxley concluded to continue as we are with trying to re-open for respite. From there things may evolve especially with the closure of Moss Park.</p> <p>Concern was raised that Urram trying to take on the building was at odds with the care service being reopened. For clarity- Urram does want the service re-opened and taking on the building is not related to operating services.</p>	<p>James</p> <p>Louise/James</p> <p>Louise/James</p>

<p>7</p>	<p>Dail Mhor/wellbeing hub</p> <p>Housing- only fit 4 on the site. If there was to be more then a block would need to be knocked down- leaving only 3 care beds. This should be discouraged.</p> <p>Sally clarified for everyone’s benefit- we are only interested in buildings and the fabric. We could do a better job at organising the buildings fabric and we are not interested in harming or operating care services. With better buildings it would be easier and cheaper to provide care.</p> <p>With regards to housing- we are involved as there are many moving parts, we don’t own the land and currently don’t intend to build the houses- we are facilitating. Gill reminded the board that there could be alternative access through the land adjacent to the site.</p> <p>The licence to occupy of the top floor is the direction we would like to take but this is paused during the recruitment so we are not a barrier to recruitment or re-opening.</p> <p>If the costs of re-opening are becoming a barrier to re-opening then it may make sense to move the nurses station to DM and occupy some of the upstairs space- resulting in cost efficiencies.</p> <p>This leaves the primary school which is under the jurisdiction of the HC education department. Louise has emailed Dorothy, but not yet had a response.</p> <p>James as a director of SCC, informed the board that SCC would very much like to be involved in any lease or licence related to the whole building, in particular the primary school. They have ideas for moving the craft hub. It makes sense for us to move forward in partnership, which makes funding applications stronger. Sally reiterated that Urram would be delighted to support SCC if they wanted to take the project forwards, and that Urram doesn’t intend to or want to act as a barrier- but we might be able to help. A partnership makes sense, Urram have some capacity and want to improve care and SCC have strong evidence of successfully running and maintaining assets.</p> <p>Catriona left.</p>	<p>Louise</p>
<p>8</p>	<p>Staffing</p> <p>a) The proposal to not replace Donna at this stage, in light of current financial situation was accepted by email, and confirmed at the meeting.</p>	
<p>8</p>	<p>A.O.B</p> <p>Website.</p> <p>The board agreed to proceed with the proposal for a new website- with Andy Lock. Proposed by Elizabeth and seconded by Sandra. James asked all to send good examples to Louise, as and when they appeared. Sandra suggested utilising QR codes for sharing of information.</p> <p>James thanked everyone for attending and participating in another successful AGM</p> <p>Christmas tea party for volunteers needs arranging.- and could include a Board meeting before hand.</p>	<p>Louise/Tracy</p> <p>Louise</p>

10	Date of next Board meeting – 18th Nov. It was proposed to move board meetings to Wednesdays to allow Jenni to attend. Those present were happy with this arrangement, and James to email all board members to check this will work. Louise will issue more meeting dates in due course.	James Louise
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