

**Scottish Older People's Assembly Planning Group Meeting
Friday 14 September 2018 11.30 - 15.00
EVOG 14 Ashley Place Edinburgh**

Attendees Trustees

Diana Findlay SOPA Chair, Age Scotland & Borders Older People's Forum

Alan Sidaway SOPA Vice Chair & Unite Retired Members Dumfries and Galloway
Tom Berney U3A Scotland
Eileen Wallace Stirling Public Patient Partnership
John White Dumfries and Galloway 50+
Samuel Gibson Retired Members Unite Lanark

Members

Mary Benson West Lothian Seniors Forum
Matt Hamilton & Jim McBrierty Retired Police Officers Association Scotland
Sandra McGregor Independent
Rohini Sharma Joshi Trust Housing Association Equalities
Allister McKillop Edinburgh Association of Community Council's
Donald Bulloch Seniors Together South Lanarkshire

In attendance

Glenda Watt SOPA
Avril Crossley SOPA

Apologies

Betty Milton A City for All Ages
Bill McDonald Renfrewshire Older People's Forum
Alan Spinks NFOP
Christine Wilson Human Development Scotland
Bashir Malik Interfaith Association Scotland
Willie McFadyen Scottish Council on Deafness
Anne Munro Pilmeny Development Project
Sandra Wilson RNIB
John Thompson LGBT Age
Alison Clyde Generations Working Together
Brian Rapley Action on Elder Abuse
Maureen O'Neill Faith in Older People
Jo Cowan Highland Senior Citizens Network
Names tbc Centre for Lifelong Learning
Archie Noone Alzheimer Scotland
Jimmy Miller GMB Retired Members

1. Welcome

As the new Chairperson of SOPA Diana Findlay welcomed everyone to the meeting.

2. Apologies

As above

3. Declaration of Conflicts of Interest

Although no conflicts of interest were given, some members intimated their involvement with other similar groups as listed below: -

- Eileen Wallace is a Trustee with NHS Education Scotland

- Samuel Gibson is a member of Scottish Pensioners Forum Executive Committee
- Diana Findlay is Age Scotland's Regional Ambassador

4. Chair's Remarks

Diana had prepared a written report which was circulated to everyone. In terms of the 'Democracy Matters' item some members declared an interest in attending future meetings.

5. Information & Discussion on Governance of SOPA

Glenda Watt presented information from EVOC on the roles and responsibilities of OSCR, Charity Law and Governance and their application to SOPA. Key messages for the Planning Group from the presentation are: -

- Be familiar with SOPA's Constitution which is on the SOPA website www.scotopa.org.uk
- Trustees have an allegiance to SOPA and are responsible for its decision making
- Members of SOPA can contribute to the decision making
- Trustees and Members must declare conflicts of interest prior to any decision making and not participate in that item's decision making
- Be mindful of the Charity's solvency and financial transparency

6. Draft Notes of AGM on 26 July 2018 and Draft Notes of Planning Group

AGM Draft Notes - Although J Miller had queried the wording in the Independent Financial Examiners Report as being confusing, the statement is the official wording and can't be changed.

Draft Notes of Planning Group - 4.1 – J McBrierty clarified the meaning of his statement in the Draft Notes to state that Trustees who are subject to a disciplinary matter should not sit on the panel that determines outcomes of the disciplinary proceedings.

Notes were approved by A Sidaway and seconded by J McBrierty

7. Matters Arising from the Draft Notes

7.1 The updated policy on 'Complaints' was approved together with the updated policy on 'Anti-Harassment' subject to changes suggested by Rohini Sharma Joshi.

7.2 Preparation for Assembly and Reception

Glenda Watt gave an outline of a submission to the events team at the Scottish Parliament on the Assembly for 208/19 and Reception. The Event's Manager had replied stating that the Reception, to be hosted by Christine Graham MSP is likely to be granted and date will be confirmed soon. The Assembly could be held in Sept/ October 2019 and be linked to the Parliament's 20th anniversary. Further discussion is required on links to Committee business, such as that of the Local Government and Communities and Health and Sport Committees. Glenda will liaise with the Events Manager and then arrange a meeting with him to include Diana and new sessional worker.

8. Local Events

- NFOP funding is still available for local meetings
- B&Q funding to SOPA remains outstanding
- Poppy Scotland Unforgotten Forces is in partnership with SOPA. Its coordinator Glen McDonald has requested SOPA consider holding a meeting in Bathgate West

Lothian connected to the British Legion and West Lothian Seniors Forum. It was agreed that SOPA should explore this further.

- Currie Community Council – Allister McKillop suggested holding a SOPA meeting in Currie to include people with dementia. It was agreed that he could explore the possibilities of undertaking such an event.

9. Membership and Outstanding Annual Renewals

Avril will issue Trustee and membership forms and it was agreed that Graham Reece who is a Regional Ambassador for Age Scotland and associated with Clackmannanshire Older Adults Forum and Men's Sheds is granted full SOPA membership and a place on the Planning Group.

10. Scottish Government Funding, Financial Report and Fundraising

Diana, Tom and Glenda are signatories for SOPA's RBS Account. Two signatures are required to approve all SOPA expenditure.

The Independent Financial Examiner checks SOPA's financial activity on a quarterly basis and reports any omissions or irregularities to Glenda Watt and Avril Crossley. Anomalies are then rectified. For example, we are now required to hold a register of our assets such as IT and audio-visual equipment and ensure that our Public Liability Insurance covers the new equipment.

Although SOPA has 3 years funding until 2020 of £20K per year, this amount is not guaranteed.

Sandra McGregor and Glenda Watt looked at the Big Lottery and various Trust Funds to support and enhance local meetings and the capacity of the Planning Group. £10k was sought from the Big Lottery to arrange meetings and speakers for the Group.

It was noted that more fundraising is required but it is a very time consuming activity.

11. SOPA Staffing and Office

As Glenda will be leaving SOPA an advert on the SOPA and EVOG websites attracted two applicants. A small group of Trustees supported by Glenda Watt is now required to form an interview panel. Diana Findlay, Christine Wilson, Sam Gibson and Eileen Wallace were suggested. The role of the panel will be to interview the applicants, seek references and decide upon a suitable candidate for the position of Sessional Worker until 30 June 2019 to begin as soon as possible.

Glenda reported that Edinburgh Voluntary Organisations Council that provides' office accommodation to SOPA will be relocating to new premises in Ferry Road Edinburgh by November 2018. SOPA can relocate with the organisation. As the new arrangements and rental will be the same, the move was approved.

12. AOCB

12.1 Professor Martin Tickle, University of Manchester who is leading on Oral Health of Older People, Reflect Trial had contacted Glenda to request SOPA's involvement in this work.

The trial is taking place in Northern Ireland, Scotland and Greater Manchester and input of older people to advise on issues as they arise is required. This is to inform communications

with patients participating in the trial and with the general public in publicising the trial and its results.

The trial is designed to test the costs and effects of prescription only, high concentration fluoride toothpaste designed to prevent tooth decay in older adults. The oral health of older adults is a growing concern as we have a rapidly growing older population, the majority of whom will retain their own teeth. As individuals get older, they find it harder to maintain their teeth and this could lead to significant problems for clinicians managing older patients and significant costs for the NHS. High concentration fluoride toothpaste is recommended by national guidance to prevent tooth decay in older individuals who are at heightened risk of developing decay. The fluoride toothpaste is now the fastest growing item on the dental formulary and the associated costs are very significant and rising rapidly - but the evidence for the cost benefit of the toothpaste is not as robust as we would want. For these reasons the National Institute for Health Research has commissioned the Reflect trial to see if the investment made by the NHS is resulting in a worthwhile health improvement for older adults.

J McBrierty, D Bulloch and S MacGregor have volunteered to participate in the trial, therefore Glenda will forward their contact details to Martin.

12.2 Although Glenda has been attending a few Scottish Government meetings relating to older people on housing and funeral poverty, it was decided that Trustees or members should attend in the future. It was agreed that D Findlay will attend the Scottish Government meeting on Housing, D Bulloch will attend the ones on Funeral Poverty and Eileen Wallace will attend those on Palliative Care.

12.3 It was agreed that the Minister for Older People and Equalities will be invited to the next PG in November.

12.4 Following a discussion on the different roles and responsibilities of Trustees and Members, it was agreed, in principle that a Trustee meeting would be held on the same day as the PG meeting but have a separate Agenda.

13. Date of next meeting

28th November 2018 Glasgow City Chambers 11.00 for 11.30 - 15.00