

## Minutes of Main Committee Meeting of MACS

Held at 1330hrs on 11 April 2007 in the Dunfermline Business Centre, Dunfermline

### Present

#### Members:

Trevor Meadows (Convener)  
Jane Horsburgh  
Georgina Hobhouse  
George McKendrick  
Roderick McLeod  
John Moore  
Alan Rees

#### Secretariat:

Emma Sinclair, Secretary  
Ruth White, Secretariat  
Stephanie Bow, PTUC Secretariat (part)

### 1. Welcome and apologies

Trevor welcomed everyone to the meeting.

Apologies had been received from Mairi O'Keefe, Deputy Convener, Bryan Alexander, Fiona McCall, Jean Dunlop, Andy Kirby, Secretary of DPTAC and Lynne Duff, SE. Mairi hoped to return to her role in MACS at the next meeting.

### 2. Minutes of previous meeting:

#### 2.1 Minutes of 14 March 2007 meeting

The minutes of the meeting held on 14 February 2007 were **accepted** without amendment.

- **ACTION: The Secretariat undertook to place the minutes on the MACS website.**

Alan indicated that it would be helpful if the minutes of working group and Committee meetings could have the title of the Committee at the head of the minutes in order to identify them easily. Roderick also suggested that papers should be printed double sided.

- **ACTION: The Secretariat to undertake changes to format of papers.**

## **2.2 Matters arising (not covered elsewhere):**

### **2.2.2 Blue Badge Scheme and charging of disabled people**

Roderick suggested that following the discussion on the increased charge for the Blue Badge Scheme, it may be worthwhile MACS developing a policy statement on charging of disabled people in relation to transport. Trevor suggested using statistics produced by Age Concern, etc. Alan pointed out that this was related to concessions issue.

- **ACTION:**
  - **Secretariat to produce discussion paper to be considered at the next Main Committee.**

### **2.2.3 Observer status of Commission for Equality and Human Rights**

The Secretariat provided an update that the DRC were unsure whether they would continue their observer status on MACS once they became the Commission for Equality and Human Rights. There was a discussion on bodies attending MACS with an observer status. Jane Horsburgh suggested that it would be useful if observers could commit to attending a certain number of meetings a year, unless they were required to lead a discussion at the Main Committee meeting.

- **ACTION: The Secretariat to draft a letter for the Convener to send to the DRC.**

### **2.2.4 Draft report on payment for members for Transport Minister**

The Secretariat provided an update that they had not had time to begin work on this. Since the new Minister will not be in place until the end of May, the Secretariat will provide members with a draft report for consideration at the next meeting. It was suggested this could be put through the Equality Unit in the Scottish Executive.

- **ACTION: The Secretariat to draft report on payment for MACS members for discussion at the next Main Committee meeting.**

### **3. Report back from PRWG (JM)**

John said that Paul Beecham had been commissioned to provide a strategic context for DRT and to flesh out how more comprehensive guidance would look. It is expected that the report will be produced by 14 April. The report will be sent to Regional Transport Partnerships, to Basil Haddad in the Scottish Executive and to the Transport with Care Board.

PRWG are having a meeting with Audit Scotland on 16 May to look at, among other things, how RTPs meet their objectives.

The Executive Summary produced from the report on “Action to Improve the Mobility of Disabled People in Scotland” is still being considered by the group and the Secretariat will make a number of changes to the drafting with a view to developing a MACS briefing paper.

John stated that work on the MACS survey on travel patterns and populations was being taken forward and that the specification would be going out to tender. Georgina pointed out that there was a cross-over with the National Housing Survey. There was a discussion about the purpose of the survey. Trevor said that the intention was to gain knowledge about patterns of movement and levels of mobility. Jane Horsburgh offered to get an RNIB researcher to review the specification.

- **ACTION: The Secretariat to send MACS survey specification to Jane for review.**

John also talked about the self-assessment pilot. PRWG have concerns about the comments from the Scottish Executive in terms of the tendering process and are not convinced that the project would be viable if the suggested split is adopted.

### **4. Report back from SWG (AR)**

#### **4.1 Short-life ferries working group**

Roderick provided an update. He said he had been unable to progress the work to date but had had a useful discussion with Emma about conducting a longer-term project of 6-9 months resulting in a comprehensive publication about ship-to-shore transition for disabled people. Georgina indicated that she would get in touch with a working group she used to sit on (the ferries disability issues group) to become updated with recent developments. Alan asked that Georgina and Jean should keep the Services working group informed of progress. Emma indicated that DPTAC would still be expecting a form of wording to be contributed to their Maritime working group by mid-July and that she would contact the Secretary of DPTAC to find out what would be required.

- **ACTION: The Secretariat to contact DPTAC regarding what is required in the contribution to their maritime working group report.**
- **ACTION: Georgina to re-engage with the ferries disability issues group.**

Alan suggested that it may be possible to commission a piece of work on this area.

- **ACTION: The Secretariat and Roderick to source possible contractors to produce a piece of work to contribute to the ferries working group for consideration at the next Main Committee meeting.**

In other SWG work, Alan said that the rail policy statement was being put on the MACS website and that he had requested that the old bus and taxi policy statement should be removed. The SWG is currently looking at a new bus and coach policy statement.

Alan asked for an update on the Transport With Care project. Trevor gave the background to the project. A working group originally led by South Lanarkshire Council is now led by a formal Board. Four pilot areas were earmarked for a system initially combining Social Work and Non Emergency Ambulance work. The project will be subsumed by DRTs to be developed by the RTPs.

There was a discussion about how MACS could best contribute to the group. It was decided that Trevor and Jane should be the lead

representatives on the group from MACS and that they should meet with Mike Martin, from the JIT team leading the Transport with Care Project.

- **ACTION: The Secretariat to arrange for Trevor and Jane to meet with Mike Martin of JIT in the next few weeks.**

## **5. Internal Business – Secretariat Report**

Stephanie Bow provided an update on the PTUC. She said that all members had been appointed and that a new operational name for the PTUC had been chosen. The Secretariat had offered Dunfermline High School the opportunity of designing a logo for the PTUC, which they had done and which would be publicized after the election. The first meeting of the PTUC will be held on 26 April.

## **6. Internal Business**

### **6.1 MACS Annual Report**

Emma said that a first draft of the annual report had been completed and that this would be sent to members to consider at the next Committee meeting. Roderick suggested that the report should have an Executive Summary. It was suggested that a previous member, Ewan Jones, had suggested improvements for the annual report and that these would be recorded in previous minutes.

- **ACTION: The Secretariat to produce draft annual report for circulation with papers for next Committee meeting in line with suggestions about format.**

### **6.2 Appraisals**

Trevor is hoping to meet with Mairi O'Keefe next Wednesday and would discuss how to complete the appraisals process with her then. (The meeting had to be postponed).

### **6.3 Overarching Direction of MACS**

### **6.4 Number of Meetings**

Alan and John led a discussion on the strategic direction of MACS and the number of meetings. Alan said following a conversation at the chairs conference call, John and Alan discussed the fact that a lot of MACS' work is done in the working groups and that they felt MACS needed a longer-term strategy over the next few years. Alan suggested that this could be looked at as part of the awayday.

There was agreement in the group that resources should be allocated to where the work demanded it, suggesting that MACS should move to a more fluid approach in terms of how long is necessary for working group meetings and Main Committee meetings. Ruth suggested that this assessment could be made at the conference call each month.

- **ACTION: Assessment to be made by the Chairs of the working groups and Convener at conference calls about allocation of working group and Main Committee time.**
- **ACTION: Secretariat to organise discussion of MACS strategic direction to take place at awayday.**

## **7. Any other business**

### **7.1 DRC – enforcing the DED - update**

Emma advised that she had tried to contact the DRC about their working group to enforce the DED but had been unable to get in touch. She would follow it up and provide an update at the next meeting.

- **ACTION: The Secretariat to contact the DRC about the DED working group and representation of MACS on it to provide an update at the next Committee meeting.**

Alan asked about progress on the **recruitment of members**. Emma said that she believed Lynne Duff was waiting for permission from the Minister to proceed with the process but that she would check.

- **ACTION: The Secretariat to find out about progress on the recruitment of new members to provide an update at the next Main Committee meeting.**

The Secretariat asked members about the **forms of communication** between the secretariat and the committee members and whether existing methods were useful. The following decisions were made:

- Weekly update is useful and should be continued.
- If there is a deadline for a piece of work, it should be sent in a separate email with the deadline in the subject rather than being included in the weekly update.
- Links from the weekly update should be placed on the website.
- The weekly update should contain a 1 paragraph synopsis of what the link relates to.
- No response to deadlines will be taken as members being content.
- Members are happy with papers being sent out with binders although papers relating to the different groups should be linked together with treasury tags.
- Members still want the papers to be distributed electronically and in hard copy.

Alan asked about the **servicing of the SWG**. Emma and Ruth provided reasoning behind the staffing arrangements but noted Alan's point that he would have liked to have been consulted on the arrangements.

**Secretariat**  
**April 2007**

**Action Points from Main Committee Meeting on 11 April 2007**

**Members**

<b>Agenda Item</b>	<b>Action</b>	<b>By When</b>	<b>Completed</b>
4.1	Georgina Hobhouse to re-engage with ferries disability issues group	23 May	
6.3 6.4	Assessment to be made by the Chairs of the working groups and Convener at conference calls about allocation of working group and Main Committee time	From 11 April	Ongoing

**Secretariat**

<b>Item</b>	<b>Action</b>	<b>By When</b>	<b>Completed</b>
2.1	Secretariat to place minutes of March MACS meetings on website	20 April	13 April 2007
2.1	Secretariat to undertake changes to format of minutes and papers	From 11 April	Ongoing
2.2.3	Secretariat to draft letter for the Convener to send to the DRC about their observer status	27 April	14 May 2007
2.2.4	Secretariat to draft report on payment for MACS members for discussion at the next MACS Main Committee meeting	16 May	16 May
3	Secretariat to send MACS survey specification to Jane Horsburgh for review	27 April	15 June 2007
4.1	Secretariat to contact DPTAC regarding what is required in the contribution to their maritime working group report.	27 April	27 April 2007
4.1	Secretariat to identify possible contractors to produce a piece	16 May	16 May 2007



## Minutes MC 4-2007

	of work to contribute to the ferries working group for consideration at the next MACS Main Committee meeting		
4	Secretariat to arrange for Trevor Meadows and Jane Horsburgh to meet with Mike Martin of Transport with Care in the next few weeks.	4 May	16 May 2007
6.1	Secretariat to produce draft annual report for circulation with papers for next Committee meeting in line with suggestions about format	16 May	16 May 2007
6.3 6.4	Secretariat to organize discussion of MACS strategic direction to take place at awayday	On hold for awayday	
7.1	Secretariat to contact DRC about the DED working group and representation of MACS on it to provide an update at the next Committee meeting	16 May	14 May 2007
7	Secretariat to find out about progress on the recruitment of new members to provide an update at the next MACS Main Committee meeting	16 May	23 May 2007