

POLICY AND RESEARCH WORKING GROUP MINUTES
28 September 2007
DUNFERMLINE BUSINESS CENTRE

PRWG Members: John Moore, Chair
 Roderick McLeod
 Fiona McCall

Also present: Ruth White – Secretariat (minutes)
 Emma Sinclair – Secretariat

1. Welcome and Apologies

Apologies were received from Mairi O’Keefe and Trevor Meadows.

2. Minutes of Previous Meeting

The minutes of the meeting on 18 July were accepted.

3. Matters Arising

a. The Fifth Element of the MACS Route Map

There was a discussion about the Route Map in general and its purpose. It was agreed that the Route Map may well be named incorrectly and should be revisited to consider its continuing relevance. This ties in with the MC work on the Set up of MACS. It was agreed that the future set up of MACS should have a more traditional approach.

MACS should always have its vision as the top line statement; underneath that should sit the steps that MACS believe must be addressed to promote change for people with disabilities. The final area, which should be short and interesting, should highlight what MACS intend to do (ie their work program). All of MACS work should attempt to link into the 5 themes being used by the current Government:

- Greener
- Smarter
- Safer and stronger
- Healthier
- Wealthier and Fairer

The Group agreed that the current Route Map should be reworked into a short flow chart.

Action: Secretariat to rework the Route Map into a flow chart for consideration in PRWG.

Action: Secretariat to draft an outline for MACS which will have the overall vision, the steps required to achieve the vision and what MACS will do to help achieve the vision.

4. Guidance on DRT Services

The letter from Paul Beecham had been circulated and it was agreed that the Secretariat would contact Trevor to ensure that this was an accurate reflection of the call he had with Paul.

The amendment of the current documents by Paul would allow MACS to provide a fully informed case to the Government.

Action: Secretariat to contact Trevor to clarify Paul's letter. If this is confirmed then Paul will be instructed by the Secretariat to proceed with the work.

Action: Once work is completed the Secretariat will arrange a meeting for PRWG members with the Scottish Government.

Action: Secretariat to circulate dates for DRT conferences in October and November and check availability of 2 MACS members to attend them.

5. Alternative methods of Assessing Eligibility for Concessionary Fares

The Secretariat had circulated the successful tender document to all members prior to the meeting. In the document there were a few areas where PRWG felt that work could be done to start looking at the area of alternative methods.

The group agreed that a letter to Halcrow was appropriate to ensure that MACS have an input into areas that affect people who are not eligible.

Action: PRWG members to provide comments on the tender document for insertion into the letter to the Inception Group by 5 October 2007.

Action: Secretariat to draft a letter to the Inception Group about the areas highlighted on page 25, 27 and 34 by 12 October 2007 for John Moore to sign off

Action: Secretariat to circulate draft letter to all MACS members for comments.

6. MACS Survey

The group looked over the draft tender document. After some discussion the group decided that they were not yet in a position to be clear on aims and objectives on this piece of work.

It was agreed that the members would provide their views on what the aims should be to allow the work to progress.

It is hoped that this work can progress as an email exercise.

Action: PRWG members to provide views and comments on their understanding of the aims and objectives.

Action: Secretariat to collate the views and amend the draft tender document and circulate to members for comments.

7. Any Other Business

- DPTAC Training for Transport Staff

Fiona attended the DPTAC Training for Transport Staff meeting and has said that she will supply information to the MACS members.

Action: Fiona McCall to provide information about the DPTAC Training for Transport Staff meeting.

Action: Secretariat to provide Fiona with the Orkney report for use by DPTAC

**MACS Secretariat
October 07**