

10th July 2023

10.30 – 12pm

Executive Meeting Minutes

**In attendance:**

Tanith Muller

Morna Simpkins

Alistair Haw

Iain McWhirter

Ross Cunningham

Ron Culley

Leigh-Anne Little

Alice Struthers

Lorna McGee

**Apologies:**
 Stephanie Fraser

Carol Cochrane

Ewan Dale

Jenn Hall

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| 1 | Tanith Muller (NAoS Chairperson) welcomed all to the July Executive Team Meeting. Approval of minutes from May meeting completed via email after the meeting completed. Proposed by Ross Cunningham and seconded by Stephanie Fraser. Outstanding items about the planning for AGM and UK Alliance meet will be covered later in the agenda of this meeting. Alice has had a number of meetings with the Scottish Tech Army and hopes to have the Sharepoint/Teams interface ready for the AGM and the new Exec team. Noted that this task has taken far longer than previously anticipated. NAoS has been advised that the Scottish Government grant has been successful and just a couple of revisions required, Tanith has circulated the addition of a Fair Work First Policy amongst Executive Team members prior to exec meeting for comment. **Action: Lorna to add section into newsletter to encourage all our members to follow Fair Work First policy principles – completed in the July newsletter.**Personnel news:Wider Executive Team advised about upcoming changes including Lorna having a new family addition due late September and Ross Cunningham accepting a new role out with Epilepsy Scotland and therefore unable to continue as an Exec Team member from late August.Alice’s hours and working days potentially unpredictable in coming weeks and months due to personal circumstances. **Action: Tanith and Morna to meet later in afternoon of 10th July to discuss staffing strategy going forward - Completed** |
| 2 | **Workplan & KPI update**Alice provided update on how we are tracking with the workplan and KPIs.The workplan will require some adjustment if staffing levels not remaining consistent as we progress through the year. Item focusing on Rare Diseases could be placed within the next strategy. Fundraising and future diversification to be looked at during end of calendar year. **Action: Alice to make chances to the Workplan documentation to reflect reduced working hours** |
| 3 | **Financial update**Buget document displayed during meeting and bank balance standing at £29,240.34 as of last bank statement provided by Engage on the 27th of June. Discussion about the outstanding membership fees, although the majority who received the reminder have emailed to say that invoice has now been paid. **Action: Lorna to follow up after next statement received and provide update of outstanding fees at our next exec meeting on the 20 September**We discussed whether membership fees should be increased as currently they represent incredible value for money to members. Fees have been frozen for the past two years. All trustees agreed that currently fees are low and they could be slightly increased without having much of an impact on charities.Lorna presented two fee options, with trustees overall leaning towards proposal two but at last minute decided to keep the lowest band at a ‘free’ status. **Action: Lorna to update the projection document and circulate back to trustees. New fee bands to be shared with members ahead of the AGM.**  |
| 4 | **AGM** Venue booked for Wed 20th September taking place at the William Quarrier Scottish Epilepsy Centre, [20 St Kenneth Drive, Glasgow G51 4QD](https://www.bing.com/maps?&mepi=109~~TopOfPage~Address_Link&ty=18&q=The%20William%20Quarrier%20Scottish%20Epilepsy%20Centre&ss=ypid.YN1029x8489865632777016170&ppois=55.86183547973633_-4.330567836761475_The%20William%20Quarrier%20Scottish%20Epilepsy%20Centre_YN1029x8489865632777016170~&cp=55.861835~-4.330568&v=2&sV=1)Trustee update:All NAoS members have been informed that there will be several trustee positions vacant and any interested parties are to submit a trustee application form by the 20th August.These will be shared with NAoS members ahead of the AGM, going to a vote if more applications are received than spaces available. Our constitution allows for up to 14 trustees with two spaces which can be open to non-members who bring specific skills.Tanith announced that she will be stepping away from the executive team completely from time of the AGM. It is expected that Parkinson’s UK Scotland will keep a position on the board through Tanith’s boss, James Joplin.Chair interest – an application has been received from Morna Simpkins,. As Morna is currently the NAoS Vice Chairperson, if Morna takes up the Chairperson position, the Vice-Chair position would need to be filled with a vote at the AGM.Iain McWhirter suggested that we could circulate a role description to the membership about these positions, to give realistic view of what is required from each role. Tanith stated that the Chair commitment takes up at least 1 day a week with a mixture of meetings and commenting on documentation etc.  The Vice Chair is generally a less time consuming role but it is a crucial support to the Chairperson and requires more capacity than a general trustee. Both positions are helpful in having an eye across what is happening in the sector, which is beneficial for your own charity. **Action: Tanith and Alice/Lorna to draft a role description and Lorna to include this within July newsletter/circulate to members. Done****Alice and Lorna to create list of current members which Tanith will contact those identified to see if they have any interest in trustee position. Done**A discussion was held around the AGM agenda. Alistair Haw was invited to speak and discuss the Huntington’s National Care Framework which he was an architect of. This is in the light of our S10 commitments around exploring other conditions which may replicate this model which seeks to ensure the best possible care and support provided to people with Huntington’s Disease in Scotland. The Womens Health Champion, Anna Glazier and Minister for Social Care and Mental Health, Maree Todd MSP have declined joining our AGM. Trustees decided that a meeting about the redevelopment of the Institute of Neurological Sciences (INS) with Susan Walker from NHS GGC is too regional a topic for AGM but further meeting to be arranged for August will be held to provide an opportunity for this to be discussed. **Action: Alice and Lorna to set date and agenda for additional meeting in August. Done- meeting set for 22 August.** |
| 5 | **Update about the UK Alliance Meet up on the 26thSeptember**A [recent newsletter](https://neurologicalscotland.sharepoint.com/%3Ab%3A/s/TheNeurologicalAllianceofScotlandSCIO/EZZa6nBmE8BDsTFzmart-wwBk8Bu1wLo8KsehZ2SQ-kmVg?e=65y5Ez) from Neurological Alliance (England) reflected that more connections should be made between the devolved nations according to recent survey. NAoS had agreed in February 2023 to host the next pan-UK Neurological Alliance meeting. Emails have been sent inviting people to state their interest in attending this meeting in Edinburgh on 26 September. Trustees held a discussion over the venue and budget, as there is a big range of costs involved depending on the meeting location and plans for the day. Offer of Alzheimer Scotland Edinburgh location (160 Dundee Street. Edinburgh EH11 1DQ. It is a 10min walk from Haymarket station) We are still waiting to receive confirmation about attendance from NAoS trustees and the other neuro alliances. An email to the other neuro alliance heads was sent confirming the date as 26 Sept and seeking interest levels, on 30th May. A draft agenda was sent to NAoS trustees on 26 June. We believe it is important to keep relationships open with alliances across the whole of the UK and we can all benefit from the ongoing sharing of information and collaboration of projects where feasible and relevant. Location is important for making this event successful. **Action: Morna to make enquiry about corporate partners and rooms available in Edinburgh****Lorna to follow up with New Register House availability, Royal Colleges****Alice and Morna to follow up with MSPs contacts who may be able to allow us to use a room in parliament: update: There are no rooms available in Parliament on 26 September but Morna has offers from MSPs to do a tour for us if that is of interest.** |
| 6 | Policy papers – update of the following:* Live Risk Register – Iain discussed changes made at latest sub meeting, and it was agreed that from now on new risks or upgraded risks will be presented at meetings.
* Trustee skills table – updated – needs completing by existing trustees for the 2023-4 period

**Action: Iain has Skills Table document which could replace current manual option. Will send to Alice****Exec members to email Lorna with skills for table in run up to AGM whilst we get new resource to capture this information operational****Day to day upkeep of the Risk Register now handed over to Alice/Lorna and will be regularly discussed with Chair/Vice Chair at weekly meetings?** |
| 7 | External Events – Exec members to sit on these groups – [link to folder of external event summary forms](https://neurologicalscotland.sharepoint.com/%3Af%3A/s/TheNeurologicalAllianceofScotlandSCIO/EsDUZlOzLt5AgbcdnIKFJlUB8B0Jn-8RPzPzsPIn6R8n9Q?e=OYB0Gl) * SANON - 16th June – Carol - awaiting external events form
* Neurology SDG - 20th June – Alice & Tanith
* Westminster visit – 1 in 6 petition hand in - 5th June – Alice
* Meeting with Alyn Smith – 1 in 6 report – 5th June – Alice
* INS Meeting – 20th June – Alice
* Neuroscience Matter – 28th June - Alice
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| 8 | **AOB**Covid Inquiry has begun, at point of the executive meeting, no contact made.**Action: Alice to investigate if we can submit paper to Covid inquiry.** **Update: the solicitors from the Covid Inquiry got in touch with NAoS on 13.7.23 and met up with Tanith. ‘**We think it is really important that the experiences of people with neurological conditions and those closest to them are heard during the Inquiry, and are thinking about how we can capture this as an alliance. Members have been asked to get involved individually through the [Let's Be Heard consultation exercise](https://scottishneurological.us2.list-manage.com/track/click?u=907d17cdbc71d638e3ea831ec&id=872a2685b7&e=a3e3e5399c) that will run until 31 October. NAoS is considering whether we will put in a submission ourselves- TBC'**Lorna to have this included in July newsletter so all members aware that inquiry underway - completed** |
| 9 | The next official Exec meeting will be held after the AGM on the 20th of September from 1.30pm - 3pm  |