

Meeting Minutes

Meeting Title: Dementia Programme Committee

Date: 3rd February 2017

Members Participating:	Committee Members: Gillian Brown (GB), Claire Lightowler (CL), Nigel Fairhead (NF), Eona Craig (EC) CEO: Maddy Halliday (MH) Trust Protector: Douglas Graham (DG) Dementia Programme Director: Anna Buchanan (AB), Dementia Funding and Evaluation Manager: Andrena Coburn (AC) Dementia Programme and Funding Manger: Elizabeth Morrison (EM) Dementia Programme Senior Funding Officer: Colm McBriarty (CM) Dementia Insight and Evaluation Officer: Graham Hart (GH)
Chair:	Claire Lightowler (CL)
Minutes:	GH + AB + MH

Item.	Notes	Action
1. Welcome & Introductions	CL welcomed everyone to the meeting.	
2. Apologies	There were no apologies.	
3. Declarations of Interest	There were no declarations of interest.	

<p>4. Minutes of Previous Meeting & Funding Decision</p>	<p>4.1 Accuracy</p> <p>These were agreed as accurate.</p> <p>4.2 Action Update and Matters Arising</p> <p>No matters arising.</p>	
<p>5.1 Dementia Programme Budget 2017/2018, work plan and forward look to 2023 (Trustees and senior staff only)</p>	<ul style="list-style-type: none"> • The Programme Director gave a presentation that summarised progress in the past year, gave an overview of the external environment and outlined proposed strategy for 2017 onwards. • Committee Members agreed that they were fully supportive of the proposed way ahead, which sees the Trust transitioning to a strategic influencing role as well as being a funder. • Committee Members agreed to recommend to the March Board that an additional full-time post be added to the Dementia Programme Team to support the Programme Director in her strategic influencing role. Job title and description to be agreed by email with Committee Members so this can be included in March Board papers. • Committee Members will recommend that March Board approve the budget and work plan for 2017-18. • Programme Director to prepare a paper for March Board setting out the future direction of the People Affected by Dementia Programme and associated resources needed. 	<p>All Members/ AB</p> <p>All Members</p> <p>AB</p>

<p>5.2 Music and Dementia Proposal – Nordoff Robbins and Alzheimer Scotland</p>	<ul style="list-style-type: none"> • Committee Members considered the proposal and made the decision not to fund it. • It was noted that Committee Members would prefer work on music and dementia to be situated within an organisation with recognised music expertise (the proposal placed a music network co-ordinator within Alzheimer Scotland). • Programme Director to ask Nordoff Robbins whether they are willing to explore working in partnership with another music organisation to develop work on music and dementia. 	<p>AB</p>
<p>5.3 Writers in Residence (Care Home) – proposal from Heart and Soul Training</p>	<ul style="list-style-type: none"> • Committee Members welcomed this proposal from a former carer and agreed to fund it. • It was decided that an additional budget should be set aside to support the substantive work, for example, filming and publications. The Programme Director was given authority to administer this budget. • Programme Director to inform the applicant of the decision. 	<p>AB</p>
<p>5.4 Cohesion Medical – dementia and technology scoping work presentation of findings, and further proposal</p>	<ul style="list-style-type: none"> • Cohesion Medical gave a presentation on the findings of their scoping work, funded by the Trust, and on a proposal for a second phase of work. • Committee Members asked a number of questions about what had been learned from the scoping work and how this might contribute to the development of a technological support prototype. • The Committee thanked Cohesion Medical for its scoping work but decided not to fund the proposal for Phase 2 work. • Programme Director to inform Cohesion Medical of the decision and provide feedback. 	<p>AB</p>

6.1 Quality of Life and Voices of Older People Project update – University of Stirling and Age Scotland	<ul style="list-style-type: none"> • The Committee heard an update from Corrine Greasley-Adams (University of Stirling) and Tony Giugliano (Age Scotland). The project is entering the national survey phase. • Committee Members asked a number of questions, for example, on the role of the community researchers and further use of the photo exhibition based on photos portraying quality of life. • Committee Members noted the impressive diversity of participants and exciting methodology of the project. • Committee Members thanked Stirling University and Age Scotland for their hard work. 	
6.2 Programme update	<ul style="list-style-type: none"> • Committee Members acknowledged the programme update papers and the progress that has been made. • As part of general discussion it was noted that the Trust expects a high number of applications for the second phase of Dementia Friendly Communities funding. 	
6.3 Dementia Friendly Communities Phase 2 – discussion about decision making and Trustee involvement	<ul style="list-style-type: none"> • Committee Members agreed the recommendations panel membership – Programme Director, Senior Funding Officer, two Trust advisors and one other person with knowledge of dementia. The panel will meet on 20 April 2017. Recommendations will be considered for approval by the Dementia Committee on 5 May 2017. • Any difficult issue arising from any of the applications is to be discussed by the Programme Director and Programme Chair. • Criteria for decision making will be circulated to Committee Members by the end of February for approval. 	<p>AB</p> <p>AB/CL</p> <p>AB & CM</p>

6.4 Corporate Risk Schedule (Standing Item)	There were no substantive matters for discussion.	
6.5 A.O.C.B	<ul style="list-style-type: none"> • NF gave his apologies for the May Dementia Committee Meeting. • EC agreed to attend the May Dementia Committee Meeting. 	
7. Dates of Future Meetings	<ul style="list-style-type: none"> • Friday 5 May 2017 • Friday 4 August 2017 • Friday 3 November 2017 • Friday 2 February 2018 <p>9.30am-1.30pm Edward House, Glasgow</p>	

Ends