Minutes of the 2nd quarterly Trustees meeting of the Scottish Police Benevolent Fund on Monday 5th November 2018 at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder PH3 1AG.

1. PRESENT:

Nigel Bathgate - (Chair) – (EAC)\* – NB Catherine McNally – CM (WAC)\*

Stephen Clark (Secretary) – (EAC)\* - SC Jenny Shanks – JS (WAC)\* (WAC)\* Mairi MacGregor (Treasurer) – MM Grant McDowall – (EAC)\* - GM Martyn Turner – (NAC)\* - MT Bill Clark – (NAC)\* - BC

\*EAC = East Area Sub-Committee

\*WAC= West Area Sub-Committee

\*NAC = North Area Sub-Committee

1. OPENING OF MEETING:

The Chair (NB) extended a warm welcome to those present and thanked everyone for their attendance.

NB informed the group that the Chief Constable of The Police Service of Scotland (PSoS), Mr Iain Livingstone, had formally accepted the offer to become the honorary president of the charity.

NB advised that following discussions with PSoS in relation to wellbeing weekend breaks that it had been agreed that the costs for such breaks would not be met via applications to the SPBF, with cases being referred to PSoS initially as well as consideration of seeking funding from other police charities such as the Police Dependants Trust etc.

1. APOLOGIES:

Gary Brown - \*NAC

Lynn Gray - \*WAC

1. MINUTES OF THE PREVIOUS MEETING:

It was confirmed that the minutes of the last meeting had previously been disseminated and they were approved by all present as an accurate reflection of the meeting.

1. STANDING ITEMS:
	1. CONSIDERATION OF APPLICATIONS:

The Trustees considered a total of 9 applications for assistance – 5 were approved, 3 were declined, and 1 application was still to be processed due to difficulties making contact with the applicant – see below:

**LNF0001 / GNF0010** - Approved.

**GNF0007** - Declined.

**LWF0003 / GWF0031** - Approved.

**GWF006** - Approved.

**LWF0008** - Declined.

**LWF0009** - Application still to be processed.

**GEF0009**– Declined.

**LWF0004** – Approved.

**GWF0030** – Approved.

* 1. TREASURERS REPORT:

MM presented the report, which contained the following information:

Donations received = £465.00

Just Giving monies received = £515.74

Bank accounts = £289,336

The SPBF has been donated some monies from the recent Kilt Walk charity event. The monies are yet to be received and the amount is not confirmed at this time.

The SPBF charity address has been changed from SPF HQ at Glasgow and is now c/o Scottish Police Federation, 19 Union Street, Inverness, IV1 1PP.

Information is available from the new batch of recruits that joined PSoS on 30th September 2018 and reveals that 89% of them signed up to be a member of the SPBF, which is an increase on previous intakes.

* 1. NEW APPLICATIONS FOR MEMBERSHIP OF THE SPBF:

The Trustees considered 3 applications for new membership of the Scottish Police Benevolent Fund and all were approved.

1. CORRESPONDENCE:

The Secretary (SC) read out several letters of thanks that had been received from previous applicants to the Fund.

SC also read out a letter from Fiona Morris (recent outgoing Secretary of the SPBF) in which she tendered her resignation as a Trustee of the SPBF as a result of her retirement from the police service.

The Secretary advised that all other correspondence was of a routine nature which did not require any decision by the Trustees.

1. RECOVERY OF OUTSTANDING MONIES:

The previously agreed creation of the short life working group (SLWG) has not yet met – meeting scheduled for December 2018 when it is hoped that matters will be progressed with a view to drawing up proposals that will be presented at a future meeting of the Trustees for consideration and approval.

1. GDPR:

The Trustees received a training/awareness input from Niall Gunn as part of his investment review presentation. The input was information and apparently well received by the Trustees present.

1. TRUSTEE TRAINING:

The Chair (NB) highlighted the need for all Trustees to be aware of their responsibilities.

This led to some discussion amongst the group, with unanimous agreement that training should be provided to new Trustees, as well as on-going training to existing Trustees.

MM advised the group that she was aware of a private agency that delivers training for Trustees. The group agreed that MM should make further enquiries with regards to training options/providers and report back at the next meeting for consideration and approval.

1. INVESTMENT REVIEW

Niall Gunn from Prosperis Independent Financial Advisers and Employee Benefit Consultants provided the Trustees with an overview of the performance of the Fund as managed by the investment company Apollo. Mr Gunn advised that the Fund was apparently performing well and he stated that in his opinion there were no particular actions that were required to be taken by the Trustees at this time, either in terms of the monies invested or the investment company, Apollo.

It was agreed that the Trustees would invite Apollo to attend the next Trustees meeting on 11th February 2019 in order for them to provide and present a review of the investment portfolio.

Mr Gunn provided the Trustees with a training/awareness input regarding GDPR – see above.

1. ANY OTHER COMPETENT BUISNESS
	1. SPBF MEMBERSHIP – POLICE STAFF:

The Chair (NB) advised that there had been little progress in this area in terms of encouraging interest and membership of police staff.

NB stated that he was still to make contact with the police staff recruitment team with a view to raising the profile of the SPBF.

SC advised that he was still to make contact with Unison with a view to raising the profile of the SPBF via the trade union.

The SPBF promotional video was again discussed and the inclusion of a member of police staff was mentioned which may assist with the recruitment of new members – a recent case was discussed and the beneficiary was considered a potential candidate for this - for further consideration/contact and action.

* 1. SPBF AGENDA STATEMENT RE PERSONAL INTEREST:

The Chair (NB) raised the issue of the potential for a conflict of interest for Trustees in terms of applications to the Fund. He acknowledged that to date such matters have been dealt with by individual Trustees declaring their personal knowledge/interest are removing themselves from any discussion/decision regarding the application, which is considered appropriate and best practice. NB suggested that a suitable statement regarding this issue be included at the beginning of all SPBF meeting agendas (Trustee meetings and Area Sub-Committees) – this received unanimous agreement from all Trustees.

SC was tasked with the compilation of a suitable statement re the above for presentation, consideration and approval at the next Trustees meeting.

1. DATE AND VENUE OF NEXT MEETINGS:

The next meeting of the Trustees is to be held at 1000hrs on Monday 11th February 2019 at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder, Perthshire, PH3 1AG.

Future meetings are scheduled as follows:

* 13th May 2019 at the PTC, Auchterarder;
* 19th August 2019 at the PTC, Auchterarder + AGM (North Area hosting); and
* 4th November 2019 at the PTC Auchterarder.
1. CLOSURE OF MEETING:

The Chair thereafter closed the meeting and thanked everyone for their commitment, attendance, contribution and participation and wished everyone a safe journey home.