

# SCOTTISH POLICE BENEVOLENT FUND

*Registered Charity number SC043489*

Minutes of the 4th quarterly Trustees meeting of the Scottish Police Benevolent Fund held on Wednesday 12th March 2014 at the Police Treatment Centre, Auchterarder.

## **1. Present**

### North Sub Committee

Ian Duncan  
Graeme Ednie                      Chair  
David Hamilton

### East Sub Committee

Nigel Bathgate  
Amanda Givan                      Secretary  
Stewart Ross

### West Sub Committee

Martin Bertram  
Fiona Morris

### Treasurer

Mairi MacGregor

### Also in attendance

Alan Finlay                              Fund Liaison Officer  
Colette Turpie                              Fund Liaison Officer

## **2. Opening of Meeting**

The Chair opened the Meeting by welcoming everyone present and invited all present to take an active part in proceedings and contribute to discussion and debate.

He advised he had received formal communication from Ian Duncan intimating his resignation as a Trustee of the SPBF immediately following the closure of the Meeting and in accordance with the provisions of the Manual of Guidance - Appendix A, Graham Sloan had been identified to replace Ian following his retirement.

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The Chairman also advised following David Cummings resignation he, the Secretary and Treasurer had agreed changes to some of the administrative procedures. These included the layouts of the agenda and minutes as well as the creation of an action/decision log all of which had been circulated in advance of the meeting. He advised he felt the changes were necessary to improve the records of business and sought the meetings formal approval for these changes. The Meeting approved the changes as described.

The Chairman informed Trustees that a considerable amount of meeting time would require being devoted to the investment portfolio and Niall Gunn (Prosperis) had shortlisted four investment companies each of which would present to Trustees beginning at 1pm. Prior to this process Niall would be available from around 12 noon to outline the process and answer any questions relative thereto. He therefore stressed the importance of concluding all other matters on the agenda by 12 noon.

### **3. Apologies for Absence**

The Secretary advised of apologies received from Andrea MacDonald who was on annual leave.

### **4. Approval of Minutes**

The Minutes of the previous Meeting which were circulated in advance of the Meeting were formally approved.

David Hamilton enquired about the protective marking applied to the Minutes and after discussion it was agreed by Trustees the "Restricted" marking could be removed thereby enabling wider dissemination of the approved Minutes.

### **5. Matters Arising**

#### **5.1 Action/Decision Log**

The Action/Decision Log was circulated in advance of the Meeting and the contents were noted.

#### Action 0001/13

The Chairman advised he had written to the Chief Constable in relation to the placement of SPBF charity collection boxes and a response was awaited.

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## Action 0002/13

The Treasurer advised Mark Mulholland had been invited to the Meeting at 11 am to discuss the VAT related matters with Trustees. It was agreed the action could be **closed**.

## Action 0003/13

David Hamilton advised Trustees this action was ongoing and there was no update meantime. After discussion it was agreed this action was covered within standing agenda item 6.3.1 and could be **closed**.

## Action 0004/13

The Secretary advised she had not yet received any update from David Cummings but agreed to progress this action and communicate updates to Trustees off table.

## Action 0005/13

David Hamilton advised that following discussions between himself and the Chair it had been agreed not to progress the "easy search" facility within SPF as it was accepted the overall internet use within SPF would realise little financial gain for the Fund. Trustees agreed to **close** the action.

## Action 0006/13

David Hamilton advised this was a work in progress and agreed to provide further updates at the next meeting.

## Action 0007/13

Stewart Ross advised he, the Secretary and Andrea MacDonald had recently met with Niall Gunn (Prosperis) as part of the development of the investment portfolio and further discussions would be had under agenda item 6.3.3. The meeting agreed to **close** the action.

## **5.2 Fund Liaison Officers**

Alan Finlay advised Trustees of personnel changes to the line management structure within the HR Health and Wellbeing Unit.

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The Chairman advised Trustees of the development of new role requirement and risk assessment documents by PSoS in relation to the Fund Liaison Officers and sought views from Alan and Colette.

It was agreed the Chair would contact Superintendent Sharon Shaw who had recently taken over management responsibility for the Fund Liaison Officers as it was felt an introduction to the SPBF may be beneficial to all concerned.

It was further agreed the Treasurer was to liaise with the Fund Liaison Officers to develop a straightforward way to record and evidence, if required in the future, the time devoted to SPBF work.

## **5.3 Police Helicopter Crash**

The Chairman advised in accordance with the decisions taken at the previous meeting he had made the donations to the Glasgow City Council Clutha Appeal and the Salvation Army and had arranged to meet with a representative from the Plymouth Brethren on 13<sup>th</sup> March 2014 to deliver the donation. However, during the course of his enquiries it had become apparent that support and assistance had also been provided by members of the Glasgow Central Mosque and he sought the Meetings views based on previous decision making.

The Meeting agreed the Secretary should contact the Central Mosque to acknowledge the support provided and offer to make a donation to an appropriate community project.

## **6. Standing Items**

### **6.1 Consideration of applications**

Trustees considered the following applications for financial assistance;

GEA0006	The application was approved.
GNA0014	The application was approved.
LWA0026	The application was rejected.

The Secretary agreed to advise the applicants accordingly.

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## 6.2 Treasurers Update

The Treasurer advised Trustees that an application was in the process of being made to the National Police Fund for the quota and supplementary grant. The application forms had recently been completed and forwarded to the Chief Constable who was required to agree to sign them prior to submission. His response was awaited.

She further advised that since the date of the last Trustees meeting the Fund had approved grants to the value of £1,500 and loans to the value of £22,280. Donations had also been approved to other funds and organisations to the value of £7,500.

In the same period income had been received from a number of sources totalling £6,359.25 and further income of £6,191.75 had been generated via the Just Giving page.

The Chairman reminded Trustees of off table discussions and agreement in relation to ongoing fund raising by Alison McLaren towards a proposed memorial for colleagues tragically killed in the Clutha Helicopter Crash and to date £3,291 of the Just Giving generated income had been specifically raised for that purpose.

The Treasurer advised she had received a letter of acknowledgement and thanks from David Brown, Secretary, RPOAS in response to the SPBF donation. She also advised she had received correspondence from the recipient of GEA0003 who following a change in personal circumstances now wished to repay the total amount granted by the Fund. Arrangements to facilitate this were ongoing.

Stewart Ross asked Trustees to consider whether it would be worth extending a period of subscription amnesty to new recruits similar to existing arrangements by other services. After discussion it was agreed that probationers who chose to join the SPBF would be given the first 12 months membership at no costs. Thereafter the monthly subscriptions would be applied to secure continued membership.

It was also agreed the Secretary would liaise with HR to ensure that all newly recruited Police Staff were afforded the same opportunity as Police Officers with SPBF membership applications being included in a "joiners pack".

Trustees agreed that alterations could be made to the membership application forms to reflect the decisions taken.

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Mark Mulholland, Partner, Alexander Sloan, Chartered Accountants & Business Advisors to SPBF attended the meeting at 1100 hours to provide Trustees with information in relation to VAT considerations. (action 0002/13)

Mark circulated a document he had prepared and all Trustees were provided with a copy which formed the basis of discussions thereafter.

At the conclusion of his input the Chair thanked Mark for attending the meeting and for his valuable assistance in concluding the action. He left the meeting at 1130 hours.

## **6.3 Business Development**

### **6.3.1 Communication & Marketing**

David Hamilton provided Trustees with an update on the development of the case studies by Tinker Tailor. Further work is required on this off table to fine tune the detail.

It was agreed David would liaise with the Treasurer to identify potential case studies and thereafter liaise directly with Tinker Taylor.

The Chairman advised Trustees that on 10<sup>th</sup> February he had met with George Nedley (Chief Executive), Ian Caldwell (Business Development Manager) and David Kennedy (Trustee) from the Scottish Police Credit Union [SPCU] to discuss matters of mutual interest following which he had received written communication confirming the desire of SPCU to establish more formal links with the SPBF. Trustees were provided with a copy of the communication in advance of the meeting.

The Meeting agreed, by a majority, the panel of insolvency practitioners would remain available to those who visited the SPBF website until the AGM at which time this matter would be further considered.

### **6.3.2 Information Technology**

The Chairman advised following the identification of Graham Sloan as replacement Trustee for Ian Duncan he had arranged him access permissions to the relevant SPBF folders on the server.

There were no further matters raised for discussion.

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## 6.3.3 Investment Portfolio

Niall Gunn, Managing Director, Properis, Financial Advisers & Employee Benefit Consultants attended the meeting at 1200 hours in advance of presentations by Investment Companies which had been arranged to commence at 1300 hours.

Presentations were made to Trustees as follows;

1300 hours	F&C Asset Management
1400 hours	Apollo Multi Asset Management
1500 hours	Aberdeen Asset Management
1600 hours	M&G Investments

Following the conclusion of these presentations Trustees deliberated and spent considerable time discussing each of the four companies. Niall Gunn who was present throughout provided advice and guidance to Trustees on request. At the conclusion of debate Trustees agreed by a majority of 7:1 to appoint Apollo Multi Asset Management.

Trustees thereafter spent time discussing and debating the issue of ethical investments and once again took advice from Niall. At the conclusion of the discussions Trustees unanimously agreed its ethical policy.

The Chairman thanked Niall for all the work he had undertaken on behalf of the SPBF and for his assistance throughout the course of the day. He left the meeting at 1730 hours.

## 7. New Business

There were no items of new business for discussion.

## 8. AOCB

There were no items of competent business.

## 9. Correspondence

The Chairman raised the following items of correspondence which had not been covered elsewhere on the agenda;

- Application for membership from Carol Kerry

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Trustees approved the application.

- Rewards for Police - Charity of the Year

The Chairman advised of receipt of correspondence in relation to the above which he had forwarded to Trustees by e-mail on 20.01.14. Following responses received from Trustees, the Chairman had responded declining the request.

- Glasgow Old Peoples Welfare Association

The Chairman advised of an invitation received from this association which he had forwarded to Trustees by e-mail on 20.01.14. No Trustees had been in a position to attend.

- Letter from Chairman to Donald Walker following his retirement
- Letter from Chairman to David Cummings following his intimation of retirement
- St Vincent's Hospice, Johnstone, Renfrewshire

The Chairman advised of receipt of correspondence from the above charity requesting assistance with a fund raising raffle draw. Trustees agreed no action was required.

## **10. Time and Date of Next Meeting**

The Secretary advised the next meeting would be the AGM to be held at 1800 hours, Tuesday 19<sup>th</sup> August 2014 at the Hilton Grosvenor, Glasgow. The 1<sup>st</sup> quarterly meeting of the new Board of Trustees would be held immediately upon conclusion of the AGM.

The Chairman informed the Meeting the AGM date had been put back to provide greater time for completion of the first financial audit and for the availability of the venue. He advised he would consider convening an additional meeting in the event of business needs arising in the interim.

### Dates of future meetings

2 <sup>nd</sup> Quarterly Meeting	Monday 3 <sup>rd</sup> November 2014
3 <sup>rd</sup> Quarterly Meeting	Monday 9 <sup>th</sup> February 2015
4 <sup>th</sup> Quarterly Meeting	Monday 11 <sup>th</sup> May 2015

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## **11. Closure of Meeting**

The Chairman thanked everyone present for their active and constructive participation and closed the Meeting by wishing them a safe journey home.

He was thanked by the Meeting in the customary manner.

**Graeme Ednie**  
Chair

**Amanda Givan**  
Secretary