SCOTTISH POLICE BENEVOLENT FUND [SCIO]

Minutes of the 4th meeting of Trustees of the **Scottish Police Benevolent Fund** held within the offices of the Scottish Police Federation – Central Scotland Branch, Police Station, Dunblane at 10.00am on Wednesday 20th February 2013.

PRESENT:

North Sub Committee

David Hamilton
Graeme Ednie Chair

East Sub Committee

Stewart Ross

West Sub Committee

Donald Walker

1. OPENING OF MEETING

The Chairman opened the Meeting by welcoming everyone present and encouraged everyone to take an active part in the Meeting.

2. APOLOGIES FOR ABSENCE

Ian Duncan
Davy Cummings Secretary
Graham Neilson Treasurer

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Meeting held on 28th January 2013 were agreed and approved.

4. MATTERS ARISING

4.1 Strategies

Risk Management

The Chairman advised that no further risks had been identified since the previous meeting.

In relation to the previous actions he advised that a template letter to payroll departments containing details of the new arrangements had been prepared and circulated to Trustees and those present confirmed the letter had been delivered.

Action - Remaining Trustees to ensure communication is send forthwith and confirm by e-mail to Secretary when action has been completed.

A letter still required to be produced and circulated to communicate with any members with existing outstanding loans notwithstanding the content of the latest SPBF bulletin.

Action - Treasurer to prepare standard letter to members of existing funds with outstanding loans for use by Trustees as required.

In the absence of the Treasurer there was no update available regarding the transfer arrangements for the Strathclyde Fund.

Risk – Transfer arrangements from Strathclyde Benevolent and Welfare Fund does not take place on 1st March 2013

Issue Log

The Chairman assured Trustees that a copy of the Issue Log would be circulated following the meeting their being no additional issues identified.

Action – Secretary to circulate latest copy of Issue Log to Trustees.

Quality Plan

The Chairman assured Trustees that a copy of the Quality Plan would be circulated following the meeting their being no additional issues identified.

Action – Secretary to circulate latest copy of Quality Plan to Trustees.

4.2 Business Development

- **Administration**

The Chairman advised that dissolution arrangements for the ***Northern Constabulary Benevolent & Welfare Fund*** were as previously intimated and on course for 1st March 2013. Consent had been received from OSCR.

No update was available in respect of the ***Lothian & Borders Benevolent & Welfare Fund***, the ***Lothian & Borders Family Fund*** or the ***Lothian & Borders Support Staff Fund*** in the absence of the Secretary.

No update was available in respect of the ***Strathclyde Police Benevolent Fund*** in the absence of the Treasurer.

David Hamilton advised that dissolution arrangements for the ***Tayside Police Benevolent Fund*** were as previously intimated and on course for 1st March 2013.

No update was available in respect of the ***Fife Constabulary Benevolent Fund*** in the absence of Amanda Givan.

No update was available in respect of the ***Grampian Police Welfare & Benevolent Fund*** in the absence of Ian Duncan.

Stewart Ross advised that dissolution arrangements for the ***Central Scotland Police Benevolent Fund*** were as previously intimated and on course for 1st March 2013.

Donald Walker advised that dissolution arrangements for the ***Dumfries & Galloway Benevolent & Welfare Fund*** were as previously intimated and on course for 1st March 2013.

The Chairman informed the meeting that he had been in communication with Alastair Keatinge regarding a formal Transfer Agreement between each existing Fund and the SPBF. A draft document had been obtained for that purpose which the Chairman agreed to forward to Trustees for completion.

Action – Chairman to circulate template Transfer Agreement document for completion by existing Funds.

- **Communication**

Marketing

The Chairman advised he and Donald Walker had completed and information bulletin which had been circulated to Trustees on 8th February 2013 for wider dissemination to their respective members.

The meeting discussed options in respect of the launch of the SPBF on 1st March 2013 and identified a number of ways in which to highlight the fund within the Police Service.

The Chairman advised that he already had prepared a small number of power point slides summarising the development of the SPBF which he agreed to circulate to Trustees in order that they could be publicised within the eight existing Forces.

The meeting agreed to approach SPF with a request for an article to be placed on their website. Agreement was also reached that Trustees should approach their local media services in an effort to secure assistance with local marketing and for Trustees to make every effort to publicise the SPBF at appropriate local forums.

It was also agreed to defer the previous action in respect of Morrison Media Strategies.

Actions – Chairman to circulate power point slides to Trustees.

Chairman to liaise with SPF General Secretary regarding website entry.

Trustees to liaise with local media services to maximise local advertising.

Trustees to make every effort to utilise local forums to publicise SPBF.

Website

No update was available in relation to merchandise owing to the absence of the Secretary.

Action – Secretary to progress purchase of merchandise for future events.

David Hamilton provided the meeting with an update on website development and after discussion the meeting agreed to make the website available on a public domain at the earliest opportunity. It was accepted that website content was an ongoing developmental issue and that day to day management of website content would ultimately be tasked to admin support.

Action - David Hamilton to complete the transfer of the website to a public domain at the earliest opportunity.

- **Finance**

CAF Bank

In the absence of the Treasurer a detailed update was not available.

Action - Treasurer to circulate future banking arrangements to Trustees.

The Chairman advised that following a recent conversation with the Treasurer he was aware that a £5000 grant had been received from ***Grampian Police Welfare & Benevolent Fund.***

The position regarding Lothian & Borders Benevolent & Welfare Fund and Fife Constabulary Benevolent Fund could not be confirmed in the absence of Trustees.

Stewart Ross advised he was in possession of a £10,000 cheque from the ***Central Scotland Police Benevolent Fund*** which he had intended to pass to the Treasurer at the meeting. He agreed to do so off table at his earliest convenience.

Donald Walker advised that the transfer of the £10,000 grant from the ***Dumfries and Galloway Benevolent & Welfare Fund*** had been completed.

The Chairman advised the action in relation to communication with payroll departments had been covered earlier in the meeting and required no further discussion.

Accounting

In the absence of the Treasurer there was no update was available.

- **IT**

Database

The Chairman advised the meeting that he had been in contact with Alastair Keatinge regarding the action relating to membership data transfer and that he had recently forwarded an e-mail from Alastair to Trustees containing his advice.

The meeting discussed membership data transfer and were agreed they had communicated their intentions with the membership on a number of occasions and satisfactorily addressed this subject.

It was agreed Trustees would commence data transfer on, where possible, excel spreadsheets and that for the time being David Hamilton would collate all the data for transfer to the new IT systems once they were live.

Action - Trustees to commence the transfer of membership data by excel spreadsheet from local systems and forward securely to David Hamilton.

- **Processes**

Manual of guidance

The Chairman updated the meeting regarding the development of the Manual of Guidance document which had been circulated in advance of the meeting.

He suggested this was a living document which would continue to be developed on an as required basis.

After discussion it was agreed that some type of version control was required for the document.

Action - Chairman to apply version control to the document and circulate to Trustees.

The Chairman advised the meeting that the previous action in relation to a mandate for non-serving members required to be completed and asked for this to be carried over to the next meeting.

Action - Chairman to create a mandate for non serving member's applications.

Sub-committee structures

The Chairman advised that he had written to the President of ASPS and the president of RPOA(S) inviting representation on each of the three sub-committees as agreed at the previous meeting. No responses had yet been received.

Work in relation to the formation of each of the three sub-committees continued however in the absence of a number of Trustees it was agreed this action would be carried over to the next meeting with work being undertaken in the interim to conclude the action.

Action – Trustees to arrange the formation of area committees and notify the Secretary of their composition and contact details

The Chairman advised that he had not undertaken any discussion in relation to the lawful disbursement of funds. The meeting discussed this issue and unanimously agreed that each individual application would be considered on its individual merits and agreed that if clarity were required at some point in the future it could be obtained as required.

5. NEW BUSINESS

There were no items of new business.

6. ANY OTHER COMPETENT BUSINESS

Stewart Ross advised the meeting he had received an invitation from the PTC for SPBF Trustees to attend and participate in "Trustee" training at PTC Harrogate on 25th April or 9th May 2013.

The meeting asked Stewart to express the gratitude of the SPBF for the kind offer which we would delighted to accept.

The Chairman suggested and the meeting agreed that it would be sensible to split the numbers between the two dates and that arrangements could be confirmed out with the meeting by e-mail.

Action - Chairman to communicate with Trustees to confirm arrangements to attend training course.

7. CORRESPONDENCE

The Chairman advised that there was only one piece of correspondence which had not already been covered during the meeting;

- Letter to Arthur Donaldson, PDT

He advised that he had been in communication with Mr Donaldson regarding the National Police Fund Quota Grant process and was to meet at some point in the near future to discuss the issue further. He agreed to provide an update when the meeting had taken place.

8. DATE AND VENUE OF NEXT MEETING

The Meeting agreed the next meeting of Trustees will be held at 1000 hours on Tuesday 26th March 2013 in the offices of the Scottish Police Federation – Central Scotland Branch, Police Station, Dunblane.

9. CLOSURE OF MEETING

The Chairman thanked everyone for their valuable and constructive contributions and concluded by wishing everyone a safe journey home.

Graeme Ednie
Chairman

Provisional meeting dates:

Wednesday 12th June 2013	AGM
Wednesday 11th September 2013	1st quarterly meeting
Wednesday 11th December 2013	2nd quarterly meeting
Wednesday 12th March 2014	3rd quarterly meeting

All meetings convening at 1400 hours, venues to be confirmed.