

## SCOTTISH POLICE BENEVOLENT FUND [SCIO]

Minutes of the 5th 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 Tuesday 26th March 2013.

### **PRESENT:**

#### North Sub Committee

Ian Duncan  
Graeme Ednie      Chair  
David Hamilton

#### East Sub Committee

Davy Cummings      Secretary  
Amanda Givan  
Stewart Ross

#### Treasurer

Graham Neilson

### **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**

#### West Sub Committee

Donald Walker

### **3. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous Meeting held on 20<sup>th</sup> February 2013 were agreed and approved.

## 4. MATTERS ARISING

### 4.1 Strategies

#### Risk Management

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

The Chairman sought confirmation from Trustees that the actions in relation to payroll arrangements and outstanding loans had all been completed and this was confirmed. It was agreed these matters were legacy items from the planning phase and could now be removed from the agenda.

The Chairman sought an update from the Treasurer in relation to the previous risk identified in relation to Strathclyde Police Benevolent Fund and the current status position with regard to transfer. It was confirmed this was no longer an issue and the matter was closed.

#### Issue Log

The Secretary advised that the latest copy of the Issue Log had been circulated in advance of the meeting.

#### Quality Plan

The Secretary advised the latest copy of the Quality Plan had been circulated in advance of the meeting.

The meeting agreed with the Chair that as stage 1 of the project had been completed following the establishment of the Fund this item could be **deleted** from future agendas.

### 4.2 Business Development

- Administration

The Chairman advised he had forwarded a copy of the Transfer Agreement document from the **Northern Constabulary Benevolent & Welfare Fund** to David Ross (former Secretary) and that once signed the document would be presented to the Trustees. Chair also confirmed that he would arrange transfer of Funds to commence.

The Secretary provided an update in relation to the **Lothian & Borders Benevolent & Welfare Fund**, the **Lothian & Borders Family Fund** and the **Lothian & Borders Support Staff Fund**. He agreed to check locally that transfer of Funds has commenced.

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The Treasurer provided an update in respect of the **Strathclyde Police Benevolent Fund**. Agreement signed off. Transfer of funds commenced.

David Hamilton provided an update in relation to the **Tayside Police Benevolent Fund**. He advised the Transfer Agreement had been signed off and that the new arrangements for pay deductions and recovery of loan payments were in place.

Amanda Givan provided an update in relation to the **Fife Constabulary Benevolent Fund**. She advised the Transfer Agreement had been completed there were no outstanding loans to transfer and that new arrangements for pay deductions were in place.

Ian Duncan provided an update in relation to the **Grampian Police Welfare & Benevolent Fund**. He advised the Transfer Agreement had not yet been completed but was underway and that any outstanding debtors would be completed and closed off.

Stewart Ross provided an update in relation to the **Central Scotland Police Benevolent Fund**. He advised the Transfer Agreement was now completed and confirmed the payroll arrangements were also in place.

In the absence of Donald Walker the Treasurer was able to advise that the Transfer agreement from **Dumfries & Galloway Benevolent & Welfare Fund** had been completed. Details regarding pay deductions and loan repayments could not be confirmed.

- **Communication**

### **Marketing**

The Chairman advised he had circulated the power point slides to Trustees as agreed at the last meeting.

The Meeting discussed marketing options in general and agreed that considerable effort had been made to advertise the new fund locally by use of bulletins, force intranets, e-mails.

The Meeting agreed to defer any further marketing until after the launch of Police Scotland in April and look again in the lead up to the SPBF AGM.

The Meeting was provided with an update in relation to the Scottish Police Federation Annual Conference and members agreed to work a rota out for covering the stand.

The Meeting discussed the importance of ensuring a process was in place to promote the SPBF and offer membership at inputs to future new recruits.

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Amanda Givan agreed to arrange the design and publication of an advertising poster.

The Meeting discussed the opportunity afforded by the new Force Intranet to market the SPBF and promote the charity internally to all staff. After discussion It was agreed to wait and see development of site with a view to retrospectively access and promote SPBF. Stewart Ross agreed to progress this.

David Hamilton raised the subject of collection boxes in various PSoS buildings and the Meeting discussed options in relation to charity collection boxes for future fund raising opportunities. The Chair and David Hamilton agreed to arrange the rebranding of existing charity collection boxes in name SPBF in the Divisional areas of Highlands & Islands and Tayside. The Chair also agreed to raise longer terms aspirations regarding charity collection boxes with Mr House.

The Chair also requested David Hamilton to promote and push the SPBF twitter account.

The Secretary provided the meeting with an update in respect of the merchandise for future events.

### **Website**

David Hamilton provided the Meeting with an update in respect of website development which was noted. The Chair thanked David for all his efforts in this area.

- **Finance**

### **CAF Bank**

The Treasurer provided the Meeting with an update in relation to banking arrangements. He advised that SPF had offered that Mairi MacGregor, Office Manager, Inverness would assume responsibility for the day to day management of the SPBF administration. The Treasurer suggested that in order to facilitate this, Mairi would be added as a signatory for the bank accounts in order to manage and facilitate day to day business of the Fund.

The Treasurer or in his absence the Chair or Secretary would have overall responsibility for transactions.

He advised that the donations from each of the eight Funds had now all been received and banked.

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## **Accounting**

The Treasurer provided an update in relation to the development of future accounting arrangements which was noted by the Meeting.

## **Investments**

The Treasurer provided the Meeting with an update in respect of existing and future investments.

The Meeting discussed the wider issues of investments and agreed it would be necessary to develop a policy in that regard. Stewart Ross agreed to obtain and forward a copy of the PTC investment policy to provide some idea of the policy required.

The Chair also agreed to make enquiries with SCVO.

- **IT**

### **Database**

The Chairman sought an update from around the Meeting in relation to the transfer and collation of membership data. Trustees agreed to complete actions by date of next meeting.

- **Processes**

### **Manual of guidance**

The Chairman advised that in accordance with the agreement at the last meeting he had applied a version control marker to the Manual of Guidance and circulated the document to Trustees.

The Meeting agreed to delete this item from the agenda.

### **Sub-committee structures**

The Chairman sought updates in respect of the development of the three sub-committees. Trustees agreed to complete this process and forward the details of sub-committee members to the Chair in advance of the next meeting.

### **Trustee Training**

The Chairman sought clarity from Trustees as to who had arranged to attend the Trustee training course at the PTC on 25<sup>th</sup> April or 9<sup>th</sup> May 2013. As Stewart Ross was attending in any case he agreed to provide an update on this training at the next meeting.

## **5. NEW BUSINESS**

### **Consideration of applications**

#### Ref No GNA0001

An application from a member of the fund was considered by Trustees who agreed in principal to support the application to a maximum sum of £16,000. It was also agreed this matter should be pursued through the Foresters charity following which the Trustees would receive an update at the next Meeting.

#### Ref No GNA0002

An application from a member of the fund was considered by the Trustees who agreed, subject to a suitability report a grant of £1314.

#### Ref No GNA0003

An application from a member of the fund was considered by the Trustees, who felt they did not have sufficient medical evidence to competently reach a decision. It was agreed further information should be sought and provided at the next meeting.

The Treasurer raised some technical concerns in process which were discussed and noted by the meeting.

It was also agreed the Chairman should seek clarification from the Chief Constable in relation to the use and deployment of the Fund Liaison officers currently employed in the West area by PSoS.

## **6. ANY OTHER COMPETENT BUSINESS**

There were no other items of competent business.

## **7. CORRESPONDENCE**

The Secretary advised of the following items of correspondence;

- Letter from RPOAS confirming identities of representatives for sub-committees

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**8. DATE AND VENUE OF NEXT MEETING**

The Meeting agreed the next meeting of Trustees will be held at 1000 hours on Friday 26<sup>th</sup> April 2013 at the Police Treatment Centre Auchterarder

**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

**David Cummings**  
Secretary

Provisional meeting dates:

|   |                                   |
|---|-----------------------------------|
| Wednesday 11 <sup>th</sup> June 2013      | AGM                               |
| Wednesday 11 <sup>th</sup> September 2013 | 1 <sup>st</sup> quarterly meeting |
| Wednesday 11 <sup>th</sup> December 2013  | 2 <sup>nd</sup> quarterly meeting |
| Wednesday 12 <sup>th</sup> March 2014     | 3 <sup>rd</sup> quarterly meeting |

All meetings convening at 1100 hours, venues to be confirmed.

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