

# SCOTTISH POLICE BENEVOLENT FUND

*Registered Charity number SC043489*

Minutes of the 2<sup>nd</sup> quarterly Trustees meeting of the Scottish Police Benevolent Fund held on Monday 3<sup>rd</sup> November 2014 at the Police Treatment Centre, Castlebrae.

## **1. Present**

### North Sub Committee

David Hamilton  
Graham Sloan  
Martyn Turner

### East Sub Committee

Amanda Givan  
Stewart Ross

### West Sub Committee

Martin Bertram  
Andrea Macdonald

### Treasurer

Mairi MacGregor    Treasurer

### Also in attendance

Alan Finlay            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 proceeding and contribute to discussion and debate.

## **3. Apologies for Absence**

The Secretary advised apologies had been received from

Nigel Bathgate  
Fiona Morris

## **4. Approval of Minutes**

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c/o Scottish Police Federation, 19 Union Street, Inverness. IV1 1PP  
Tel: 0300 303 0028*

Following discussions minor amendments were suggested in relation to the minutes produced for the AGM and the first quarterly meeting. Some present felt that the AGM minutes did not adequately reflect the heated discussion which took place around a proposed change to the Manual of Guidance. The Secretary reiterated that the minutes were not meant to be a verbatim account however Andrea Macdonald recorded her disappointment that the minutes did not take account of comments made during the AGM.

At this time, the Chair provided clarity to those present that only Trustees can amend the manual of guidance therefore the proposed changes to the limits which can be dealt with at local sub committees are nullified.

The Chair also confirmed that the SPBF had a code of conduct together with the constitution but did not have rules similar to those of the SPF, and the SPF rules did not apply to the Fund or the Trustees.

The Chair agreed to respond in writing to Malcolm Macdonald who had corresponded following the AGM and was unhappy with the conduct of a Trustee. The matter was discussed at length and had been dealt with.

## **5. Matters Arising**

### **5.1 Action Log**

#### Action 0006/13

David Hamilton had circulated a fundraising pack which was agreed by the Trustees. Action closed.

#### Action 0004/14

Stewart updated that individual was probably going to require ongoing assistance as his needs were complex and his support was limited. It was felt it could be managed out with the action log. Action closed

#### Action 0001/13

The Chair suggested that we need ascertain a register of the collection boxes currently in use as there is a real difference around the country. Ongoing.

### **5.2 Staffing**

Mairi MacGregor and Alan Finlay left the meeting at 1037 hours for this discussion to take place.

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The Chair advised that a meeting had taken place with the SPF re staffing issues. He confirmed that Mairi is a member of SPF staff and that a staffing review is ongoing currently. The SPBF have no structure in place to employ staffing and the current situation cannot continue as a permanent measure. It was broadly agreed that an administrative assistant was required to do the day to day administration of the charity and that the SPF had made it perfectly clear that they could not sustain the current arrangement beyond the staffing review. The Trustees agreed that the Chair take forward further discussions with the SPF in terms of staffing and securing the services of Mairi in the long term.

## **5.3 Fund Liaison Officers**

The Chair advised that one of the Liaison Officers is moving to a temporary role elsewhere in Police Scotland for 6 months and the other has made him aware that he has applied for voluntary redundancy. He stated he would be pressing Police Scotland to fill the posts as soon as possible.

It was acknowledged that the Fund Liaison Officers provide little assistance to the North and East areas and this was pointed out by David Hamilton as a gap in service. Again the Chair indicated that he would endeavour to address the imbalance but that the FLO positions were under the supervision of Police Scotland and all we could do was try and influence any replacement FLO covering a wider area.

It was agreed that there was no requirement for the FLO's to attend the Trustee meetings in future.

Mairi MacGregor and Alan Finlay returned to the meeting.

## **6. Standing Items**

### **6.1 Consideration of applications**

Trustees considered the following applications for financial assistance;

LWB0015	Granted
LEB0010	Declined
GWB007	Granted
GWB008	Granted
LEA006	Declined (request for deferral of repayments over festive period)

The Secretary agreed to advise the applicants accordingly.

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Two applications to become members of the SPBF from Police Scotland support staff were considered and agreed.

An application by a member of staff employed by the SPF was considered but it was agreed that the rules did not allow for this and the application was rejected.

## **6.2 Treasurers Update**

The Treasurer advised she attended a meeting with Elaine Ward, Interim Head of the Exchequer for the Police Service of Scotland in order that in conjunction with the PTC, St Georges and the SPBF a group charity payroll scheme for GAYE can be set up in advance of one payroll being introduced. This is to ensure that the SPBF is included in the scheme. Elaine Ward has offered to assist the Treasurer with this and it is an ongoing task.

The Treasurer explained that she is seeking method whereby we can find a means to repay the deductions taken in error from the new recruits, who hadn't signed up for the SPBF. Elaine Ward is arranged to organise the payrolls to retrieve the monies as it was their error. She is also seeking method that could be set up through the different payroll departments to facilitate support staff joining the fund. Some payroll's already have this set up and she indicated that it would not be a problem. It was highlighted that the SPBF would be keen to promote the membership of the fund to non-members and support staff and she said there could be a way of working together to achieve this.

The Treasurer also sought a process to receive notification of an officer's retiral in order that should they have an outstanding loan the SPBF would be able to arrange the repayment of the loan prior to their retiral.

The Treasurer confirmed that the agreed investment amount had been successfully transferred to Apollo.

## **6.3 Business Development**

### **6.3.1 Communication & Marketing**

David Hamilton updated that the videos to be produced by Tinker Taylor would be key to the SPBF website. The website is a work in development and he was looking to add some photos to the site. There is a link to the site from the Force Intranet and everyone was encouraged to up the profile.

It was confirmed that there were no exhibitors at the next SPF Annual Conference as there has been in previous years.

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A meeting was scheduled with Tinker Taylor on 5<sup>th</sup> November and an update would be provided at the next meeting.

## 6.3.2 Information Technology

It was agreed to invite a debt practitioner to the next meeting with a view to ensuring that the insolvency practitioner guidance on the website is still offering the best information to those seeking assistance.

## 6.3.3 Investment Portfolio

The Chair confirmed that £1.75m had been transferred to Apollo. Niall Gunn had suggested that he attend the April meeting to provide an update on that investment.

## 7. New Business

It was agreed that rather than wait until the AGM to consider application from external organisations that the requests would be split into the 3 areas for discussion at the sub committees and then brought to the Trustee meetings.

Trustees considered external applications for assistance

GEXTB0005	Granted £1000
GEXTA0007	Declined
GEXTA0009	Declined
GEXTA0013	Declined
GEXTA0001	Declined
GEXTA0003	Declined
GEXTA0011	Declined
GEXTA0002	Declined
GEXTB0008	Declined
GEXTB0014	Declined
GEXT0017	Declined

## 8. AOCB

It was discussed at length that the proposal to increase the loan limit should have been a decision made by the Trustees only and whilst suitable to be discussed at the AGM is not a matter for anyone else than the Trustees to agree. David Hamilton made reference to the constitution and Powers of the Board at paragraph 9.2 *the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for the monitoring and controlling the financial position of the*

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*organisation* and paragraph 71 of the constitution which specifically states that *except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.*

It was agreed that the vote during the AGM to increase the loan limit from £10,000 to £30,000 was not within the rules. Following discussion this matter was not necessary at this time and remained unchanged.

The decision to increase the grant amount from £3,000 to £5,000 was discussed again and agreed by all present.

It was agreed that the AGM should travel around the country and that the venue for the next occasion be held somewhere within the East. It was discussed and agreed that the meeting should be held during the day to maximise attendance and that sub committees should come up with some suitable venues.

## **9. Correspondence**

The Secretary advised of a number of thank you letters which had been received. Two letters had also been received from insolvency practitioners seeking to be included on the SPBF website.

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

The Secretary advised the next meeting would be the 3rd quarterly meeting to be held at 1000 hours, Monday 9<sup>th</sup> February 2015 at the Police Treatment Centre, Castlebrae.

### Dates of future meetings

4<sup>th</sup> Quarterly Meeting                      Monday 11<sup>th</sup> May 2015

## **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.

**Martin Bertram**  
Chair

**Amanda Givan**  
Secretary

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