

SCOTTISH POLICE BENEVOLENT FUND

Registered Charity number SC043489

Minutes of the 2nd quarterly Board of Trustees meeting of the Scottish Police Benevolent Fund on Tuesday 3rd November 2020. The meeting was held via video conferencing due to the COVID-19 health pandemic.

1. ATTENDEES:

Nigel Bathgate - (Chair) – (EAC)* - NB
Stephen Clark - (Secretary) – (EAC)* - SC
Richard Wood – (EAC)* - RW
Mairi MacGregor (Treasurer) – MM
Gary Brown – (Operations Manager) - GB
Bill Clark – (NAC)*** - BC
Patrick Nicoll – (NAC)*** - PN
Ross Polworth – (NAC)*** - RP
Jenny Shanks – (WAC)** - JS
Catherine McNally – (WAC)** - CM
Lynne Gray – (WAC)** - LG

*EAC = East Area Sub-Committee

**WAC= West Area Sub-Committee

***NAC = North Area Sub-Committee

2. OPENING OF MEETING:

The Chair (NB) opened the meeting and welcomed all present. He acknowledged the continued use of video conferencing facilities to host the meetings as a result of the ongoing COVID-19 health pandemic.

NB reminded all Trustees of their duties and responsibilities with regards to acting in the sole best interests of the charity. And accordingly he read out the following statement:

“All Trustees are reminded of the need to declare any personal or professional interest, direct or indirect, in any applications that are considered during this meeting, with a view to avoiding any potential conflict of interest and in the best interests of the charity. Any such declaration will result in the individual removing themselves from any discussion and decision regarding the application(s).”

3. APOLOGIES:

None.

4. MINUTES OF THE PREVIOUS MEETING:

It was confirmed that the minutes of the last meeting (1st quarterly meeting) had previously been disseminated and received by all Trustees. The minutes were approved by those present as an accurate reflection of the meeting.

Please address all communications to:
The Secretary, The Scottish Police Benevolent Fund [SCIO]
c/o RYCA, 28 High Street, Nairn, IV12 4AU.
Tel: 0300 303 0028

5. ELECTION OF CHAIR:

Cath McNally was proposed, seconded and duly elected as the new Chair of the Scottish Police Benevolent Fund, taking over from NB who is due to retire in March 2021.

6. ELECTION OF SECRETARY:

Stephen Clark was proposed, seconded and duly re-elected as Secretary of the Scottish Police Benevolent Fund.

7. ELECTION OF TREASURER:

Mairi MacGregor was proposed, seconded and duly re-elected as Secretary of the Scottish Police Benevolent Fund.

8. STANDING ITEMS

8.1 CONSIDERATION OF APPLICATIONS:

The Trustees considered a total of 9 applications for assistance – 3 were approved, 4 were declined, 1 was presented for information only at this time and 1 was not presented due to ongoing enquiries – see below:

<u>GEH0008</u> –	Approved.
<u>GWH0013</u> -	For information only at this stage – no assistance sought at this time.
<u>GNH0007</u> -	Declined.
<u>GNH0008</u> -	Declined.
<u>GWH0014</u> -	Not presented - enquiries remain ongoing re the application.
<u>LWH0004</u> -	Declined.
<u>G/EXTH0002</u> -	Declined.
<u>G/EXTH0005</u> -	Approved.
<u>G/EXTH000?</u> -	Approved.

8.2 TREASURERS REPORT:

MM presented the Treasurer's report, which included the following information: -

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- Summary of charitable activities up until 15/10/2020 (from 1st April 2020) is as follows – Total Income = £215,067; Total Expenditure = £118,775 (Grants awarded = £88,102 / Loans awarded = £1,200);
- Donations received (incl. the general public) = £1,664.85;
- Donations received via 'Just Giving' = £585.04;
- A donation has been received from the British Transport Police Lottery Fund of £576.00;
- A further additional payment of £92,893.69 has been received from the legacy of Miss Richardson's estate; and
- The total monies in the charities bank accounts = £359,856.69.

8.3 NEW APPLICATIONS FOR MEMBERSHIP OF THE SPBF:

The Trustees considered x 3 applications for new membership of the SPBF and all were approved.

9. CORRESPONDENCE:

There was no further correspondence of note.

10. ANY OTHER COMPETENT BUSINESS:

10.1 STRUCTURE / INDEPENDENCE OF THE SPBF:

SC advised that the contracts for MM and GB had now been signed. MM has settled well in the new SPBF office at Nairn.

SC reported that the IT equipment currently being used by MM is legacy equipment from the Scottish Police Federation (SPF) and it is now approaching 10yrs old and requires upgrading. This was discussed and the BOT's approved a total spend of £2,500.00 for a new laptop, desktop / base station and associated software.

10.2 SPBF STAFF ANNUAL REVIEW RE PAY & TERMS / CONDITIONS:

In accordance with the SPBF staff contracts SC explained that this review should be done annually at the 1st quarterly BOT's meeting. Unfortunately, due to an oversight on behalf of SC this was not done at the last meeting, hence the reason for it being on this meeting agenda.

MM and GB were asked to excuse themselves from the meeting, which they did.

The BOT's proceeded to discuss the matter and the following was approved: -

- **Pay** – A pay rise of 2% was approved for 2020/21, which was in-line with the UK Governments Office of National Statistics, for all SPBF staff members (x2). It was agreed that the pay rise would be backdated to the date of the 1st quarterly meeting, i.e. 17/08/2020; and
- **Employer Pension Contributions** – The BOT's agreed and approved an employer pension contribution rate of 8% for all SPBF employees. It was decided that the agreed rate would be applied from the commencement of employment with the SPBF.

10.3 SPBF RISK REGISTER:

No update – in view of the current health pandemic and the associated restrictions the BOT's agreed to carry this matter over to the next meeting.

10.4 SPBF STRATEGY DOCUMENT, INCLUDING BUDGET PLAN:

As per the AGM and recommendation from the Auditor's, the BOT's agreed to adhere to the budget strategy and will closely monitor all financial charitable activities throughout the year, with an update from MM at each quarterly meeting re the running annual total and how the charity is performing against its annual target, taking cognisance of income and expenditure (see above agenda point 8.2 Treasurers Report).

The BOT's were supportive of the idea and gave consent for GB to continue to liaise with the individual re the proposal. GB was tasked to carry out checks / due diligence in order to confirm the legitimacy and integrity of the individual concerned.

10.5 SPBF SUB-COMMITTEE MINUTES:

It was highlighted that Area Sub-Committees should hold a minimum of 4 x meetings per year, and that the dates need to be published on the SPBF website.

GB requested that all minutes from Area meetings be sent to him so that he can update the website accordingly.

10.6 SPBF SUBSCRIPTION - REVIEW:

The subject of the SPBF subscription was discussed.

GB reported that he had carried out benchmarking across the UK re other police related benevolent funds and he advised that he had identified 15 other similar charities, albeit there were differences with re constitutions / services provided (e.g. some provide insurance benefits etc). Similarly, there were differences re the subscriptions, which ranged from £2.00 to £7.40.

MM confirmed that the SPBF's subscription had not changed since the charities' inception in 2013. She highlighted that members receive tax relief on their membership of the Fund because the subscription is taken at source from members gross pay (via GAYE), which effectively means that the actual, real cost to members is less than £1.50 per month.

NB reminded the BOT's that it was an aim at the creation of the SPBF that the charity would hopefully become self-sufficient from investment income and therefore subscription free at some point in the future. He guarded against any potential increase of SPBF subs and quoted the recent experience of St. Georges Police Children Trust which increased subs and encountered negative issues re its membership.

The BOT's agreed that no action is to be taken at this time re the current SPBF subscription and that it will remain at £1.50 per month.

10.7 CEANGILL RE VIRTUAL MUSIC EVENT RE COVID-19 PANDEMIC & SUPPORT FOR THE EMERGENCY SERVICES:

GB reported that planning is continuing re this event and it is apparently on track to go ahead. He advised that the NHS (Scottish Ambulance Service) have not engaged with the organisers despite repeated efforts and so they will not be included, which leaves the police, fire service and the air ambulance as the beneficiaries of any potential fundraising as a result of the event.

CEANGILL has created its own 'just giving' page on the internet.

GB has uploaded an update re the event on the SPBF website with links to social media etc.

10.8 RETIREMENT OF CHAIR / TRUSTEES NIGEL BATHGATE:

SC highlighted the fact that this was NB's last meeting as Chair and Trustee of the SPBF, pending his forthcoming retirement from the police service in March 2021.

On behalf of the BOT's, and all their members of the fund, SC expressed sincere thanks for all his hard work, commitment and support over the years. SC commented that NB has been involved with the SPBF since its inception in 2013 and his knowledge, quick wit and dry sense of humour will be sorely missed.

The BOT's presented NB with a small gift in recognition of his efforts and as a gesture of thanks, and wished him a long and happy retirement.

11. DATE AND VENUE OF NEXT MEETING(S):

The dates for the forthcoming BOT's meetings are scheduled as follows: -

- **8th February 2021** – 3rd quarterly meeting;
- **10th May 2021** - 4th quarterly meeting; and
- **16th August 2021** – AGM and 1st quarterly meeting.

*Please note that above meeting dates, including the location / meeting facilities are all subject to potential change due to the ongoing health pandemic.

12. CLOSURE OF MEETING:

NB closed the meeting and thanked everyone for their commitment, contribution and participation.