

SCOTTISH POLICE BENEVOLENT FUND

Registered Charity number SC043489

Minutes of the 3rd quarterly Board of Trustees meeting of the Scottish Police Benevolent Fund on Monday 10th February 2020 at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder PH3 1AG.

1. ATTENDEES:

Nigel Bathgate - (Chair) – (EAC)*
Stephen Clark - (Secretary) – (EAC)* -SC
Martyn Turner – (NAC)*** - (via phone) - MT
Jenny Shanks – (WAC)** - JS
Grant McDowall – (EAC)* - GM
Catherine McNally – (WAC)**
Lynne Gray – (WAC)** - LG
Patrick Nicoll – (NAC)*** - PN
Gary Brown – (Operations Manager) - GB

*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, either in person or on the telephone, to the 3rd quarterly meeting. NB acknowledged the poor weather conditions on the day that had prevented MT and MM from attending the meeting in person.

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:

Mairi MacGregor (Treasurer)
Bill Clark – (NAC)***

***NAC = North Area Sub-Committee

4. MINUTES OF THE PREVIOUS MEETING:

It was confirmed that the minutes of the last meeting (2nd 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.

5. STANDING ITEMS:

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Tel: 0300 303 0028

5.1 CONSIDERATION OF APPLICATIONS:

The Trustees considered a total of 12 applications for assistance – 4 were approved, 6 were declined, 1 had been dealt with at a recent Area Sub-Committee meeting and 1 was not presented due to ongoing enquiries – see below:

<u>GNG0009</u> –	Approved.
<u>GNG0011</u> –	Declined.
<u>GNG0010</u> –	Dealt with at North Area Sub-Committee.
<u>GWG0032</u> -	Approved.
<u>GWG0033</u> -	Declined.
<u>GWG0030</u> -	Not presented – application ongoing.
<u>GEG0013</u> -	Approved.
<u>LWG0007</u> -	Declined.
<u>LEG0001</u> -	Approved.
<u>GEG0014</u> -	Declined.
<u>G/EXTG0005</u> –	Declined.
<u>G/EXTG0006</u> –	Declined.

5.2 TREASURERS REPORT:

In the absence of MM, SC provided the pre-prepared report that MM had compiled, which included the following information: -

- Donations from the general public = £2000.00;
- Donations via 'Just Giving' = £990.00 - one of which was from an anonymous donor that totalled £800.00;
- Total of bank accounts = £208,029.00;
- Update re Miss Richardson's' estate - already received £100,000.00 – further monies still to come; and
- MM commented that the recent office move went well and she is loving the new venue and set-up!

GB updated the BOT's that he is exploring funding options and undertaking work to try identify and access additional fundraising streams.

NB commented that he will make contact with the investment company / advisors to invite them to the next meeting so that an update can be provided re the charities investment fund.

5.3 NEW APPLICATIONS FOR MEMBERSHIP OF THE SPBF:

The Trustees considered 7 applications for new membership of the Scottish Police Benevolent Fund. 6 were approved, with 1 requiring further consideration / contact with the applicant – JS dealing.

6. CORRESPONDENCE: None.

7. ANY OTHER COMPETENT BUSINESS:

7.1 STRUCTURE / INDEPENDENCE OF THE SPBF:

SC reported the charity has now moved out of the SPF office in Inverness and are set-up and running at the new address in Nairn.

The job contracts for MM and GB are finalised and only require sign off, which was to take place at the meeting, however due to MM's absence this will be done at the next available opportunity.

7.2 PROMOTIONAL ITEMS:

SC advised that all the promotional goods have now been distributed across the country, with stocks held in each of the three areas – North, East and West.

7.3 COMPOSITION OF AREA SUB-COMMITTEES:

NB raised this subject for discussion by the BOT's.

NB commented that historically some Area Sub-Committees sought to have representation from each legacy Police Force within their respective areas – see the Manual of Guidance and Appendices B1, B2 and B3. He explained that this was associated with the manner in which the fund was created back in April 2013, at the time of the formation of Police Scotland, when legacy Scottish police force benevolent funds were amalgamated to create the SPBF. NB sought views / opinions from the Trustees regarding the need / requirement to continue to reflect legacy force areas in the composition of Area Sub-Committees?

This was discussed and all present were in agreement that due to the passage of time that this was no longer necessary. The BOT's agreed that they are content that the current Manual of Guidance includes the necessary criteria to become a member of an Area Sub-Committee, i.e. must be a member of the fund - see extracts below from the Manual of Guidance: -

“Only members of the fund are eligible to form part of any sub-committee. “

And

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“It shall be a matter for the Trustees on each sub-committee to identify the method for filling any such vacancies and their decision in doing so, subject as the case maybe to approval from the Board, shall be final.”

Furthermore the BOT's agreed that the only other criteria re the composition of Area Sub-Committees is that members should be geographically located within the respective Areas, i.e. North, East and West, and that there was no requirement to stipulate the legacy force / council areas as per Appendices B1, B2 and B3. All agreed that the Manual of Guidance should be amended to reflect this with the removal of the aforementioned Appendices - SC to liaise with GB to have the guidance document updated / amended accordingly.

In addition the BOT's agreed that the Area Sub-Committee Secretary must hold the position of Trustee in order to assist with the efficient and effective operation of Area Sub-Committees. All agreed that the Manual of Guidance should be amended to reflect this - SC to liaise with GB to have the guidance document updated / amended accordingly.

7.3 APPOINTMENT OF TRUSTEES:

NB raised this subject for discussion by the BOT's.

The existing / historic process re the appointment of new Trustees is initially via the Area Sub-Committees, with formal approval at the next available BOT's meeting, as per the funds Constitution, see below extract from same: -

59 The board may at any time appoint any member (unless he/she is debarred from membership under clause 55) to be a charity trustee.

NB highlighted that the process regarding the identification of a new Trustee is not currently stipulated within either the funds Constitution or Manual of Guidance, and he sought views / opinions from the BOT's re addressing that issue.

Following discussion all Trustees were in agreement that the identification and appointment of a new Trustee should continue to be facilitated via the Area Sub-Committees. And that the Sub-Committee members should exercise their professional judgement to identify a suitably qualified and experienced (i.e. is an existing member of the Sub-Committee) member who meets the necessary criteria and is a willing and able volunteer for the role. The BOT's agreed that this process should be included within the Manual of Guidance - SC to liaise with GB to have the guidance document updated accordingly.

7.4 SPBF RISK REGISTER:

NB raised this subject for discussion by the BOT's.

NB reported that a draft risk register document and associated guidance material had been circulated to the BOT's prior to the meeting. NB sought any views / opinions from the BOT's along with any comments / suggestions re the content of same.

This subject was discussed and the BOT's were in agreement that the register was required and the introduction of same was approved. It was agreed that the BOT's

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would give further consideration re the content of the register and feedback to NB. One issue highlighted during the discussion was that 'succession planning' re the composition of the BOT's needed to be included on the register.

Register for approval at the next meeting.

7.5 SPBF STRATEGY DOCUMENT:

NB raised this subject for discussion by the BOT's.

NB reported that a draft strategic plan had been shared with the BOT's prior to the meeting. NB sought any views / opinions from the BOT's along with any comments / suggestions re the content of same.

This subject was discussed and the BOT's were all in agreement in principle that such a strategy / document was required. It was agreed that the BOT's would give further consideration re the content of same and provide any feedback to NB.

NB also reported that a budget strategy / plan is also required for the charity, which would be contained within the overall strategy document – this element is currently work in progress by NB.

Work remains ongoing – for update at the next meeting.

7.6 RETIREMENT OF TRUSTEES - GRANT MCDOWALL & MARTYN TURNER:

NB highlighted the fact that it was GM and MT's last BOT's meeting, with both individuals retiring from the police service in the near future.

On behalf of the BOT's, and all their members of the fund, NB thanked both Grant and Martyn for all their hard work, commitment and support and presented (virtually re MT...!) them with a small gift as recognition of their retirement and as a gesture of thanks for all their efforts.

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

The next meeting of the Board of Trustees (4th quarterly) is scheduled to take place on:

- **11th May 2020**, at 10am, at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder, Perthshire, PH3 1AG.

Future meetings are scheduled as follows:

- **17th August 2020** - (AGM and 1st Quarterly meeting) at the SPF West Area Office, Merrylee House, Unit 5, Westpoint Business Park, 8 Marchfield Drive, Paisley, PA3 2RB – West Area hosting.

9. CLOSURE OF MEETING:

NB closed the meeting and thanked everyone for their commitment, attendance, contribution and participation, and he wished everyone a safe journey home.

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