

**SCOTTISH COUNCIL EXECUTIVE COMMITTEE**  
**Minute of meeting held on Wednesday, 10 August 2016, 16.30 – 20.35**  
**at CodeBase, 38 Castle Terrace, Edinburgh**

**76/16 ATTENDANCE**

**SCEC**

Alison Mitchell – Convener  
Andy Malby – Vice Convener  
Alistair Cant – Hon Treasurer  
Liz Lawie

Vic Royce  
Siggi Skulason  
Catherine Watt  
Catriona Webster

**Staff**

Jess Dolan, Director for Scotland  
Natasha Clayton, Interim Chief Executive (via Skype)  
Des Garrahan, Chair of Ramblers GB  
Helen Todd, Campaign and Policy Manager  
Faye Henderson, RS Areas and Governance Administrator

**77/16 WELCOME AND APOLOGIES**

The Convener, Alison Mitchell, welcomed everyone to the meeting. Thanks were given to Siggi Skulason for booking the meeting room and making the arrangements. It was highlighted that the new Interim Chief Executive, Natasha Clayton, was joining via Skype phone call and would be giving a verbal update. The Convener also gave a special thanks to Des Garrahan for travelling from London in order to attend the meeting.

Apologies were received from John Andrews, SCEC and Robert Burns, Medal Routes Project Officer.

**78/16 GENERAL ANNOUNCEMENTS**

Alison Mitchell announced the death in July of Elisabeth Longley from Badenoch & Strathspey Group. Alison has sent a condolence card on behalf of Ramblers Scotland.

Alison Mitchell re-iterated the protocol for submitting SCEC papers in a timely fashion. Staff and SCEC members must submit papers one week before the meeting. Papers submitted after the deadline will not be included except for emergency cases. Alison Mitchell stated the App6 had been sent out incomplete and therefore an updated version had been circulated earlier that day.

Alison Mitchell asked that SCEC members think strategically, at a level above Area and Groups in the discussions to follow.

AOBs which had been notified in advance and would be discussed at the end of the meeting would include Scottish Ramblers Gathering 2017, an update on Walnut Grove Level Crossing issue and an update on the Scottish Youth Hostels Association.

Alison Mitchell proposed moving Item 7 on the Agenda 'Agenda Committee Nominations' to Item 3 on the Agenda.

#### **79/16 DECLARATIONS OF INTEREST**

The Convener, Alison Mitchell, requested any declarations of interest. Des Garrahan, as chair, declared an interest as an ex-member of staff of the Ramblers GB who has a deferred pension arising from his participation in the Ramblers pension scheme.

#### **80/16 RECRUITMENT UPDATE**

Des Garrahan thanked SCEC for inviting him to the meeting and provided an update on recruitment. Des introduced the Interim Chief Executive, Natasha Clayton, who will be in post until 2<sup>nd</sup> December 2016. Des confirmed that an offer has been made for the full time Chief Executive position and he will be able to provide more information in due course. Natasha Clayton provided an update regarding her background and her intention for the next four months is to support and motivate the staff teams.

Jess Dolan also provided an update on her maternity cover post. Brendan Paddy has accepted the position and has already begun a handover with Jess. Brendan will commence employment officially at the end of October. It was agreed that Natasha Clayton would circulate pen portraits and pictures of herself and Brendan to SCEC.

**AP1** – Natasha Clayton to circulate pen portrait and pictures of herself and Brendan to SCEC

#### **81/16 APPROVAL OF MINUTE FROM SCEC JUNE MEETING (APP1)**

Minute was accepted by SCEC with no amendments required. The minute was proposed by Andy Malby and seconded by Catherine Watt. Faye Henderson will send the approved minute to Convener, Alison Mitchell, for signing.

**AP2** – Faye Henderson to send Alison Mitchell June 2016 minute for signing

#### **82/16 ACTION POINTS FROM SCEC JUNE 2016 MEETING (APP1A)**

- AP2 Faye Henderson supporting the Search sub-committee in advertising is ongoing
- AP3 will be discussed at Item 7 on the Agenda
- AP5 Repair and replacement of Bridge paper from John Andrews is ongoing
- AP6 Faye Henderson to update at Item 8 on the Agenda
- AP7 Faye Henderson to update at Item 8 on the Agenda
- AP10 Jeannie Cranfield to provide update on date and location of Scottish Council at the November meeting (19<sup>th</sup> November)
- AP11 Jeannie Cranfield to provide update on programme of Scottish Council at the November meeting (19<sup>th</sup> November)
- AP12 Location of Scottish Council 2017 is still to be confirmed due to timing of budgets
- AP13 Alison Mitchell has organised a deposit for National Young Ramblers Weekend 2017 from the Scottish Ramblers Gathering account as a loan, be paid

to SYHA to reserve accommodation at Edinburgh Central Hostel. Andy will provide an update on the weekend at the November meeting (19<sup>th</sup> November)

**AP3** – Repair and replacement of Bridge paper

**AP4** – Scottish Council 2017 update at November meeting

**AP5** – National Young Ramblers Weekend update at November meeting

### **83/16 AGENDA COMMITTEE NOMINATIONS**

Alistair Cant updated SCEC on a paper written by Convener of the Agenda Committee, Barry Pottle. This was regarding the 2014 Scottish Council where there was discussion as to whether those on the Agenda Committee could vote on the competence of a motion if the Agenda member is part of the Area or Group the motion has originated from.

Barry Pottle had written the paper from his point of view and had not discussed with the rest of the Agenda Committee. It was agreed that two or three options should be presented for Scottish Council to vote on in 2017. It was agreed that Alistair Cant, Andy Malby and Liz Lawie will work with Barry Pottle and the Agenda Committee and bring a report to the next SCEC meeting on 19<sup>th</sup> November.

Due to this paper Agenda Committee nominations will be held off until the November meeting.

**AP6** – Alistair Cant, Andy Malby and Liz Lawie to work with the Agenda Committee and bring a report to November SCEC meeting.

### **84/16 FINANCE REPORTS (APP2 and APP2A)**

The Treasurer, Alistair Cant, provided an update on the SCEC Management Report and Ramblers Scottish Council Accounts. Alistair and Jess Dolan provided clarity and explanations where required. It was agreed that Natasha Clayton will check with the finance team regarding the 'staffing costs' section, as the YTD budget is greater than the Annual budget.

Alistair Cant noted that Ramblers Scottish Council Accounts was an updated version from June's meeting. Alison Mitchell asked if Alistair Cant could change 'miscellaneous expenses' to 'incidentals'. Alistair confirmed he would take this forward.

**AP7** – Natasha Clayton to clarify with finance team around staffing costs.

**AP8** – Alistair Cant to change 'miscellaneous expenses' to 'incidentals' on the Ramblers Scottish Council Accounts.

### **85/16 BUSINESS PLAN UPDATE (APP3 and APP3A)**

Jess Dolan provided an update on the Ramblers Scotland Business Plan (App3) which was updated to report quarter to 30 June 2016. This document highlights the status for each line of work, if it's ongoing or has been completed. Alistair Cant requested the identification of each quarter to be highlighted on each page so it reads more clearly. Jess Dolan highlighted that more attention should be given to the forthcoming business plan as the new format will better clarify and track progress from 2016 – 2017. Verbal updates from staff at SCEC meetings will also provide extra transparency.

Jess Dolan presented the draft business planning tracking document (App3A) which will be used going forward. This will be a concise document to be read in conjunction with the new business plan. This tracking document will show at a glance the progress of each piece of work. Jess Dolan noted that for a more substantive update SCEC should invite staff members to meeting to get a full update. Jess will finish the business planning tracking document before she goes on maternity leave and will hand this over to the interim Director for Scotland.

**AP9** – Jess Dolan to mark the quarter on every page of the Ramblers Scotland Business Plan

#### **86/16 UPDATE ON MEDAL ROUTES PLAN (APP4)**

Unfortunately Medal Routes Project Officer, Robert Burns, was unable to attend the meeting. Therefore Jess Dolan provided an update in his place. Jess Dolan highlighted Rob's energy, passion and commitment to the Medal Routes project and encouraged SCEC to invite him back to a later meeting and SCEC agreed. Jess Dolan provided a quick summary on what Medal Routes is about and the walks it offers. Medal Routes now has 5,509 registered users and is based in every local authority in Scotland. Medal Routes has received funding from the NHS and budgets will be confirmed in September. Medal Routes has a user friendly app which engages users in a fun way. The Medal Routes project used to be very Scotland specific, however now Central Office in London is involved in creating a supporter journey in order to promote Medal Route users to become Ramblers members. Medal Routes is also being promoted at Walk About festival. Jess Dolan updated SCEC on the next phase of the Medal Routes Project – Medal Routes 2.0. This phase hopes to strengthen Ramblers Scotland position in the health agenda. Two additional scenarios will also be investigated at this stage. One will be an exit strategy for the project, and the other will be what potential Medal Routes has to expand after the next 12 months.

Natasha Clayton mentioned that a target for Medal Routes should be included in the Business Plan moving forward. Siggie Skulason also mentioned that Medal Routes has been highly beneficial when setting up buggy walks for parents in the Edinburgh Group.

**AP10** – Robert Burns to be invited to later SCEC meeting

#### **87/16 APPRECIATING SCOTLAND CAMPAIGN (APP5)**

Campaign and Policy Manager, Helen Todd, presented a report on the 'Appreciating Scotland' campaign. Helen stated that this is a working title and she is currently looking into another more appropriate title. This campaign focuses around outdoor recreation and building up the Ramblers profile in this sector. This would be very beneficial when a new or revised law or policy is being discussed and will aim to give us more influence when these issues arise. Helen Todd highlighted that the campaign is in its early stages and will work with the engagement team in London to provide a framework over the next three years. The campaign will aim to put Ramblers at the forefront of outdoor recreation. SCEC formally approved this work and thanked Helen Todd for her presentation.

#### **88/16 PATHWATCH (SCOTLAND) CAMPAIGN (APP5A)**

Helen Todd, gave a report on the Pathwatch (Scotland) Campaign. Helen gave some background on the Big Path Watch which was carried out in England and Wales last

year. The technology has now become available for this to be rolled out in Scotland. The App will report on features and not just the conditions of paths. The App will also have the capacity to report on both positive and negative features. Coincidentally, the Big Path Watch in England and Wales last year reported 45% of positive path features which was very encouraging. This campaign is not designed to fix all of the problems that are submitted, but to be used more as a monitoring tool. This will also be a good snapshot of how access is working on the ground. The app is due to launch on 8<sup>th</sup> October 2016 and will continue for a minimum of 6 months. After this time we will re-assess how to progress this project. SCEC queried as to what would count as a success after the 6 months had passed. It was stated that if 5,000 pieces of data were collected this would be very successful. SCEC thanked Helen Todd on her presentation and formally approved this project.

#### **89/16 DIVISION OF DUTIES (APP6)**

Convener, Alison Mitchell, went through App 6 which outlines which member of SCEC will lead on particular aspects of work. It was praised as a good piece of work which will be used as a framework for SCEC and will be most helpful in later years during transition when new members join SCEC. This is also a useful tool to assess where there are gaps in knowledge and skills.

Jess Dolan noted that the 'staff involvement' column was currently blank and was still to be completed. It was also noted that the staff member will have a link with the specified SCEC member however SCEC did not have authority to delegate tasks to staff members. It was agreed that the 'staff involvement' column should be re-named to 'staff liaison'. Faye Henderson will make this change and make it available on SCEC wiki.

Siggi Skulason advised that he had contacted Douglas Tullis, as previously discussed at June SCEC meeting, and he is interested in being co-opted onto SCEC. As Douglas is a former lawyer it was agreed that he would have the skills to fill the legal knowledge gap currently lacking in SCEC. It was agreed that the Search sub group would send Douglas an application and meet with him. If the Search sub group committee consider Douglas Tullis to have the appropriate skills they will recommend his co-option and invite him to attend the November meeting.

**AP11** – Faye Henderson to amend App 6 ('staff involvement' to 'staff liaison') and make available on the SCEC wiki.

**AP12** – Search sub group to send Douglas Tullis a SCEC co-option application form and make a recommendation to SCEC if he is a suitable candidate. If so, then Douglas will be invited to the November SCEC meeting.

#### **BREAK**

#### **90/16 FUTURE OF AREA RE-STRUCTURE DISCUSSION (APP7, APP7A, APP7B, APPC)**

Jess Dolan gave background information regarding the Area Support Officer role across the 3 nations and how more clarity will be given after the Board of Trustee meeting in September that finalises budgets. Convener, Alison Mitchell, gave some background in regards to the history of Areas and the position Ramblers Scotland is currently in. Alison Mitchell stated that a one size does not fit all in regards to the structure of Areas, due to the fact that rural and urban Areas function and work differently. Vic Royce suggested that a more flexible approach was needed in Area structures allowing for differences within them of membership numbers and distribution, difficulty of walking terrain, degree of urbanisation etc. Faye Henderson,

Area and Governance Administrator, asked SCEC to consider whether a change of Area structure would enhance and benefit Ramblers Scotland in a way that the current structure cannot. It was agreed that SCEC would discuss this and Faye will collate the data and share with SCEC at a later date.

After a thorough discussion from SCEC it was agreed that the current structure and function of Areas is outdated and very committee based. It was agreed that there needs to be scope to change the Area structure in the future and there needs to be clarity as to what Areas should be aiming to achieve. It was agreed that Faye Henderson will look into exploring a hybrid structure of geographic Areas and Networks based on themes or issues where Networks could play a role in delivering parts of our mission. Faye Henderson will bring an update on this to the November SCEC meeting.

Faye Henderson stated that the Area Support Officers across the 3 nations were currently writing a report for the Board of Trustees to discuss in September. The aim of this paper will be to update the Board on the current state of Areas and what some of the difficulties are. Faye Henderson wanted to include a summary paragraph on behalf on SCEC which states their current thinking around Areas. Faye Henderson stated she will send a draft paragraph to Alison Mitchell and will update SCEC on the outcome of the Board meeting at the November meeting.

AP13 – Faye Henderson to collate data from SCEC Area discussion and will share with SCEC at a later date.

AP14 – Faye Henderson to bring Area/Network hybrid structure to November SCEC meeting.

AP15 – Faye Henderson to write summary paragraph on SCEC current thinking around Areas to be submitted in a paper to the September Board of Trustee meeting.

#### 91/16 AOB

Jess Dolan stated she had met with the Chief Executive of the Scottish Youth Hostels Association which had been a very productive meeting and it was good to make contact again with them. It was agreed that the two organisations might be able to work together on certain aspects of work, however this probably wouldn't involve campaigning issues.

Jess Dolan stated that John Andrews was currently progressing the Walnut Grove work and had been in touch with lawyers to progress this, however, it could be possible that legal fees would need to be paid and a communication will be sent out once the payment arrangements had been clarified. Jess noted that a quick decision might need to be made in regard to the payment of legal fees and SCEC members should look out for an email on this matter.

Alison Mitchell confirmed that Cumbernauld and Kilsyth Group had agreed to host the next Gathering in Newtonmore. It was agreed that the local Group should be notified and have the opportunity to contribute to the event.

Cat Webster had an update regarding the Cross Party Parliamentary Walking Group and she will provide this at the next SCEC meeting in November.

End of minutes.

SIGNED:   
Alison Mitchell  
Ramblers Scotland Convener

DATE: 19 Nov 2016