

SCOTTISH COUNCIL EXECUTIVE COMMITTEE
Minutes of meeting held on Monday, 15 February 2016, 16.00-20.00
at Scottish Environment Link Office, Shore Road, Perth

01/16 ATTENDANCE

SCEC

Jim Lawson, Convener
Alison Mitchell, Vice Convener
Alistair Cant, Hon Treasurer
John Andrews
Jane Catto

Liz Lawie
Andy Malby
Vic Royce
David Thomson

Staff

Jess Dolan, Director Scotland
Helen Todd, Campaigns & Policy Manager
Jeannie Cranfield, Delivery Officer
Faye Henderson, Areas and Governance Administrator

02/16 WELCOME

The Convener welcomed everyone to the meeting.

Jess introduced new Ramblers Scotland employee, Faye Henderson, who joined in January 2016 as Areas and Governance Administrator. The Convener asked all SCEC members to introduce themselves and give a bit of background knowledge about themselves.

03/16 APOLOGIES

Apologies were received by Benedict Southworth, Ramblers Chief Executive and Des Garrahan, Ramblers Chair.

04/16 DECLARATION OF INTEREST

Alison Mitchell declared interest regarding Item 11 of the Agenda.

05/16 APPROVAL OF MINUTES HELD ON SAT, 14TH NOV (APP 1)

The following amendments were proposed to the minutes:

- Addition of page numbers
- 68/15 – reflect that Margaret Giles was a previous Scottish Council Treasurer
- Reflect that **sportscotland** left the meeting after their presentation and associated discussion.
- 76/15 – mention Dick Balharry Memorial Lecture
- AP7 should be removed

The minute was proposed by Alison Mitchell and seconded by Jane Catto subject to the above amendments.

Confidential minute, App 1A (77/15) Minute proposed by Alistair Cant and seconded by Vic Royce subject to the removal of **sportscotland** visitors from the attendance list.

06/16 REVIEW OF ACTION POINTS FROM SCEC MEETING, NOV 2015 (APP1B)

AP2 – ongoing and Convener to circulate scoresheet currently used by BoT

AP3 – to discuss at Item 5 on the Agenda

AP5 – ongoing discussions regarding Flexigroups therefore Alison Mitchell and John Andrews will review and send to the Convener

AP8 – ongoing

AP10 – complete and discussion regarding review. Jim and Alistair will request Jess Dolan's involvement in Devolution Committee meetings. There was discussion for the need to have more than three core posts for staffing Ramblers Scotland and the need for ideally five core posts. BoT to give guidance on what part of the mission these core posts should focus on.

AP11 – ongoing. No Presidential candidates at this time and agreement to approach current President, Andrew Murray, in the future.

All other action points complete.

AP1 - Convener to circulate performance review scoresheet currently used by BoT.

AP2 - Alison Mitchell and John Andrews to review working of Flexigroups in Scotland and send to the Convener.

07/16 FINANCE REPORT (APP 2, 2A, 2B, 2C, 2D)

Alistair Cant ran through App 2 which was accepted by SCEC.

Jeannie Cranfield circulated an updated budget for Scottish Council which was accepted by SCEC.

App 2B reflected Ramblers Scotland has a surplus of money which will be spent. Vic Royce noted 101% of training and development skills already spent. Alistair Cant noted there is more money in the budget for training etc.

App 2C and 2D are documents for Scottish Council and were included for information only.

08/16 SCOTTISH COUNCIL 2016 (APP 3, 3A, 3B, 3C)

General Update

Jeannie Cranfield noted that a card and voucher has been arranged for Andrew Murray and was circulated to SCEC for signing.

Jeannie Cranfield provided an update on numbers attending the Dick Balharry Lecture and Scottish Council.

The addition of Flexigroups delegates was discussed by SCEC. It was agreed that Aberdeen Young Walkers will nominate a delegate who will attend as Elizabeth Ternent is already attending as an Area delegate.

Agreed for clarity that Scottish Council will be called Annual Conference.

Jeannie Cranfield will send SCEC an updated agenda with suggested amendments.

Jeannie Cranfield ran through the soft touches of Scottish Council.

Shared the floorplan of Carnegie Conference Centre and shared exhibition stand paperwork.

SCEC agreed to send Jeannie Cranfield an updated biography of themselves to put on notice board in Conference Centre. This will also be extended to those putting themselves forward for SCEC.

Jeannie Cranfield ran through raffle, buddy system and challenge to encourage groups to increase their membership. SCEC agreed that the group who has the largest percentage increase in their membership will receive a cash prize of £200 that will go towards a Group kit of their choice to increase Group development.

Jeannie Cranfield ran through the working Agenda for Scottish Council. SCEC agreed that sandwiches, teas and coffee should be provided on 11th March at 6pm. Consequently, a finger buffet will be provided after the lecture at 8pm. Jeannie Cranfield will provide a list of restaurants in Dunfermline at the Carnegie Conference Centre and add opening times of the bar to the agenda.

Jess Dolan volunteered to present Andrew Murray with card and voucher. SCEC agreed Jess Dolan will look after Cameron McNeish and Dick Balharry's picture to be onscreen during the opening of the lecture. Jeannie Cranfield stated she will email Scottish Council agenda to Jim Lawson and Alistair Cant.

Agreement that SCEC will meet 9am-10am before Scottish Council.

Elections

Andy Malby proposed that Catriona Webster be co-opted onto SCEC as she would add great value to the Committee. SCEC discussed process of co-option and good governance. Jess Dolan stated there must be consistency in the selection process of those standing for election and those co-opted onto SCEC.

SCEC in agreement that Catriona Webster will be co-opted at the SCEC meeting held directly after Scottish Council on the 12th March.

SCEC in agreement that the timings of elections being held on the 12th March should run the same as the previous year.

SCEC in agreement that someone will need to step in to Chair the Convener election.

SCEC discussed and agreed those standing for Honorary positions should be allowed time to speak at the election along with one of their proposers.

For consistency, Ordinary Member elections will also be given a limited amount of time to speak at election. Ramblers Scotland staff will look at Agenda and agree on timing of speeches. SCEC came to the decision that the search sub-committee will deal with drafting guidance for SCEC consideration.

Motions

Alistair Cant reiterated the need for constitutional changes to be approved, there needs to be 2/3 of the vote and it was noted that abstentions do not count. Jeannie Cranfield stated she would send Alistair Cant Scrutineers and Tellers list of duties for approval.

SCEC agreed there would be a free vote by SCEC members on the motions. SCEC did not form a collective opinion at all on these two motions. It was noted that James Bennett was co-opted onto the Agenda Committee.

Annual Report

Draft of Annual Report (App 3C) circulated to SCEC for approval. Jim Lawson stated he will complete the Convener front page by the end of February.

Proposed additional information to be added to the report as follows:

- 50th anniversary to be mentioned in Convener's Report
- Include Aberdeen Young Walkers Founded in 2015
- Minor amendments to 'Groups in Scotland at end Sept 2015' section

SCEC praised report for being informative and on point.

Volunteer Recognition Framework

Jeannie Cranfield circulated hard copy of 'How we celebrate and recognise volunteering – A guide for volunteers'. Copies will also be made available in delegate packs at Scottish Council.

AP3 - Jeannie Cranfield to send SCEC an updated agenda with suggested amendments.

AP4 - SCEC to send Jeannie Cranfield an updated biography of themselves to put on notice board in Conference Centre.

AP5 - Jeannie Cranfield to provide list of restaurants in Dunfermline at the Carnegie Conference Centre and add opening times of the bar to the agenda.

AP6 - Jess Dolan to present Andrew Murray with card and voucher.

AP7 - Jeannie Cranfield to email Scottish Council agenda to Jim Lawson and Alistair Cant.

AP8 – Ramblers Scotland staff to look at Agenda and agree on timing of speeches at Scottish Council.

AP9 - search sub-committee to deal with drafting guidance for SCEC consideration.

AP10 - Jeannie Cranfield to send Alistair Cant Scrutineers and Tellers list of duties for approval.

AP11- Jim Lawson to complete the Convener Report of the Annual Report by the end of February.

09/16 GATHERING 2016

Alison Mitchell provided an update on the Ramblers Gathering which will held from 29th April – 2nd May. The Gathering was mentioned in the January e-newsletter and so far 78 people attending. Alison Mitchell thanked Jane Catto for her assistance with the Gathering.

10/16 SET DATES FOR 2016 MEETINGS

Alison Mitchell proposed dates for 2016 SCEC meetings. It was agreed that dates will be confirmed at March SCEC meeting and Faye Henderson will put this on the agenda.

AP12 - Faye Henderson to put the suggested 2016/2017 meeting dates on the March SCEC agenda.

11/16 GOVERNANCE (APP 4, 4A, 4B, 4C, 4D)

Jess Dolan gave a brief overview of the previous governance workshop with **sportscotland** and asked SCEC members to hand in the self-reflection questionnaire (App 4A). Faye Henderson will send through a re-formatted version to John Andrews, Liz Lawie, David Thomson and Vic Royce who had yet to complete the questionnaire due to formatting difficulties. Completed questionnaires will be sent to Faye Henderson as soon as possible. Ramblers Scotland staff will then compile questionnaire results once everyone has completed.

Alison Mitchell discussed App 4B, a small amendment was noted in part 3 (change Vice-Chairman to Vice-Convener). Agreement App 4B will be discussed during the workshop at Scottish Council. SCEC discussed how to share outcomes from the workshop. SCEC agreed there is a need to plan ahead for constitutional change if necessary. Agreement that there will be an expectation from SCEC during the April/May meeting to make decision and plan next steps. Agreement from SCEC there will be a need to follow up from the workshop.

Alison Mitchell discussed App 4C and opened up to SCEC for comments. There was agreement to remove 'oversees' and insert 'work with' from line two as this is not correct. Agreement from SCEC that the list of characteristics and experience list expressed currently in App 4C is non-exhaustive. Jess Dolan made the following recommendations to be included:

- Fundraising experience
- Health policy knowledge
- Knowledge of charity governance
- Volunteering

SCEC agreed there should be a balance between staff and SCEC knowledge and Alison Mitchell will amend and re-issue App 4C. It was recognised this document should be continually improved.

Alison Mitchell discussed App 4D. Vic Royce and Andy Malby volunteered to join the Search Sub-Committee which currently consists of Alison Mitchell, Alistair Cant and John Andrews.

AP13 - Faye Henderson to send through a re-formatted version to John Andrews, Liz Lawie, David Thomson and Vic Royce.

AP14 - John Andrews, Liz Lawie, David Thomson and Vic Royce to send completed questionnaires to Faye Henderson as soon as possible.

AP15 - Ramblers Scotland staff to compile questionnaire results once everyone has completed.

AP16 - Alison Mitchell to amend and re-issue App 4C.

12/16 UPDATES RELATED TO BUSINESS PLAN

Ramblers Scotland Strategic Framework

Jess Dolan circulated to SCEC the Ramblers Scotland Business Plan 2014-2016 and discussed the need for a re-allocation of priorities. Jess Dolan shared she is currently in the processes of writing the Scottish equivalent of the Ramblers GB Vision and Strategic Framework 2015-2025. Jess Dolan

hopes to share this paper during the Spring SCEC meeting. Jess Dolan agreed to share strategic framework with SCEC well in advance of meeting in order to give SCEC time to prepare. There was agreement this section will take up 45 mins – 1 hour of the agenda.

Campaigns, Loch Lomond

Helen Todd provided an update on the Loch Lomond byelaws which have been approved. SCEC noted that the passing of the byelaws was disappointing. However praise was given that there has been a delay until summer 2017 until the byelaws will come into effect. SCEC also recognised the campaign has strengthened public perception that camping is reasonable and is a high profile issue in the media currently.

Access Issues, Walnut Grove

John Andrews provided an update on Walnut Grove level crossing. In view of the lack of response from Solicitor Frances McCarthy, Jess Dolan is seeking legal advice from Harper McLeod and will explore costs if we wish to proceed with legal action. John Andrews commented that his view of the situation is supported by the Scottish Law Commission; however this is not precedent in court. SCEC discussed whether English Law or Scots law would apply in this case. John Andrews said that the Perth & Kinross Access Forum is now pressing the Council to take action and he will keep SCEC informed of any significant developments in relation to that situation.

Medal-Routes post 2016

Jess Dolan provided update that Ramblers Scotland is working closely with the NHS to work in a more focussed way with them in future. However there has been no funding agreement yet.

AP17 - Jess Dolan to share strategic framework with SCEC well in advance of meeting in order to give SCEC time to prepare.

AP18 - Jess Dolan to explore legal costs if we wish to proceed with legal action.

AP19 - Jess Dolan will pursue matters with Harper McLeod and John Andrews will inform SCEC of any action by P & K Council.

13/16 PARLIAMENTARY RECEPTION

Helen Todd provided update for Parliamentary Reception which is taking place on the 3rd March. Helen updated SCEC that Minister Jamie Hepburn will be attending the Reception and will participate in a Ramblers Scotland walk with Jess Dolan and Jeannie Cranfield. Andy Malby or another member of Edinburgh Young Walkers will also attend the walk with Minister if possible. Helen Todd shared Ramblers Scotland Manifesto with SCEC for information. This will be shared via a press release one week before the Parliamentary Reception. Helen Todd will send printed copies of the Manifesto to Areas and Groups.

AP20 - Andy Malby or another member of Edinburgh Young Walkers to attend the walk with Minister if possible.

AP21 - Helen Todd to send printed copies of the Manifesto to Areas and Groups.

14/16 Lobbying Act Paper (APP 5)

Helen Todd recommended that Ramblers Scotland does not register as a non-party campaigner in the Scottish election campaign. After discussion SCEC agreed with this recommendation. The reasons being Ramblers Scotland currently does not spend enough money or manpower on campaigning for this to be an issue. Helen Todd also highlighted that the risk would reside with the BoT and Jess Dolan will make them aware of this.

AP22 - Jess Dolan to make BoT aware of risk.

15/16 AREAS AGMs 2017

Convener stated he attended the majority of Area AGMs and Jess Dolan attended AGM for Lothian and Borders. SCEC were in agreement there were frustrations this year with not being involved with AGMs. SCEC discussed who should attend AGMs in 2017. This topic will be put on the November SCEC meeting. It was established that the same message should be given across every AGM. SCEC to consider how information should be given to Areas regarding governance changes, opinion of SCEC etc. There was agreement the same message should be given to all Areas.

AP23 – Areas AGMs to be put on the November SCEC agenda and ensure a common message is given to Area AGMs.

16/16 CONFIDENTIAL MINUTE

17/16 CONFIDENTIAL MINUTE

AP24 - David Thomson to draft letter.

18/16 AOBs

There were no AOBs discussed.