

SCOTTISH COUNCIL EXECUTIVE COMMITTEE
Minute of meeting held on Monday 13 November 2017, 16.30 – 20.30
at Dewar's Centre, Perth

88/17 ATTENDANCE

SCEC

Alison Mitchell – convener
Andy Malby - vice convener
Alistair Cant - hon treasurer
John Andrews
Trevor Jones

Elizabeth Lawie
Elly Macdonald
Douglas Tullis
Catherine Watt
Catriona Webster (from 18.40 video link)

Ben Dolphin - president

Staff

Vanessa Griffiths, chief executive
Jess Dolan, director for Scotland
Jeannie Cranfield, delivery officer
Helen Todd, campaigns & policy manager

89/17 WELCOME AND APOLOGIES

Alison Mitchell, convener, welcomed everyone to the meeting and especially Jess Dolan who had only recently returned to work after a year's maternity leave, but also Ramblers Scotland president, Ben Dolphin, and Vanessa Griffiths from Ramblers GB. SCEC congratulated John Andrews on his 80th birthday in September and also Catherine Watt whose birthday was that day. Sympathy was expressed on the death of Alan Bridges, Vice Convener of Forth Valley, Fife & Tayside Area.

90/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

91/17 APPROVAL OF MINUTE FROM SCEC SEPTEMBER MEETING (APP1)

The SCEC minute was proposed by Andy Malby and seconded by Trevor Jones. Jess reported that Brendan had been pleased at the way the meeting had gone given that everyone was joining remotely, and the excellent contributions of the committee to the business planning process had been welcomed. The one action arising from the meeting had been completed.

AP1 – Helen Todd to send approved minute to convener for signing and upload onto Ramblers Scotland website.

AP2 – Helen to update glossary to include KPI as an item.

92/17 APPROVAL OF MINUTE FROM SCEC AUGUST MEETING (APP1A)

The SCEC minute was proposed by Catherine Watt and seconded by Andy Malby

AP3 – Helen to send approved minute to convener for signing and upload onto Ramblers Scotland website.

93/17 ACTIONS POINTS FROM AUGUST SCEC MEETING (APP1B)

All action points had been discharged with the exception of the following item:

71/17 (AP3) - The new Area & Governance Administrator, Jocelyn Payne, would upload these items as a priority. It was also suggested that she should look at the updated Board of Trustees wiki to see if the SCEC wiki could be similarly updated.

AP4 – Jocelyn Payne to update the SCEC wiki.

94/17 FINANCE REPORTS (APP2, 2A, 2B)

Alistair Cant, treasurer, reported on the accounts. It was noted that the Gathering accounts, App 2A was dated 2015 instead of 2017, the latter date being correct.

SCEC approved the financial reports.

AP5 – Jeannie Cranfield to amend the date of the Gathering accounts.

95/17 SCOTTISH COUNCIL (APP3)

Jeannie updated SCEC on progress in the planning of Scottish Council and on the draft programme. SCEC made a number of suggestions for the agenda and procedure.

AP6 – Jeannie to take account of SCEC comments and also produce an extra paper for delegates of SCEC profiles, including President and Vice Presidents.

AP7 – Jeannie to update and involve Scottish Council sub group as the programme develops.

96/17 AREA AGMs (APP4)

The Ramblers GB briefing for all Area AGMs is now available on the Board of Trustees wiki as a basis for presentation at meetings. There is a film which showcases the Ramblers and can be shown at AGMs. Anyone attending the AGM should be prepared to talk to members about the content of the briefing and show the film if possible. SCEC suggested that the Scottish element of the briefing could include: invitations to stand for SCEC; introduction of the role and function of the committee and any skills missing from current committee; an update on membership figures; the fact that RCB Area is in abeyance; the Eurorando application decision; progress on the Walk Leadership project.

It had been previously agreed that a member of SCEC should be present at all Area AGMs and complete a short report form afterwards, plus a member of staff if particularly requested.

FVFT – John Andrews and member of staff if possible

L&B – Andy Malby, Douglas Tullis and Alistair Cant

SWS – Catherine Watt

NS – Elizabeth Lawie, Alison Mitchell
CtoS – staff member TBC
Grampian – Alison Mitchell, Elly Macdonald
Highland – Trevor Jones
RCB - TBC

AP8 – Alison and Jess to confirm gaps in attendance.

AP9 – Alison and Jess to finalise key messages from Scotland before FVFT Area AGM.

97/17 OUT THERE CAMPAIGN & PARLIAMENTARY RECEPTION (APP5)

Helen and Jess outlined plans for the Out There parliamentary reception on 10 January which would provide an opportunity to showcase the many achievements and activities of our members and groups and raise the profile of Ramblers Scotland with parliamentarians. It was now possible to use the 15th anniversary of the passing of the Land Reform Act as a theme for the event.

SCEC welcomed the plans and were pleased to see so many members being invited to get involved.

BREAK

98/17 GROUP AND AREA SUPPORT SURVEY (APP6)

Jess explained that this survey had gone out during the previous year to areas and groups across GB. Scottish-specific responses included an initiative to establish an area chairs forum, and the development of area leadership development training. In September, area chairs attended a leadership training day with an external trainer. This was attended by chairs from all areas apart from one, RCB which is in abeyance. The training event included a discussion on the Ramblers Scotland vision and strategic framework, networking and information sharing. Jeannie is liaising with Richard Sharp (Area Support Manager based in Central Office) about a further event the day before Scottish Council on Friday 9th March.

Alison noted that the establishment of a new role based in Central Office of volunteering manager is very welcome.

99/17 WALKING FESTIVALS

Jeannie reported that Edinburgh Young Walkers had been awarded £1,000 from a grant open to all Ramblers groups to encourage members and potential new members to walk in winter. She is now working with Central Office staff to promote the Festival of Winter Walks, from 17 December 2017 to 7 January 2018. The staff are liaising on the next development of WalkAbout (a Festival of Summer Walks) which is happening in May 2018. The aim is to generate 30-40,000 new leads that are GDPR (General Data Protection Regulation) compliant, which will be done both through a digital platform and footfall on walks. Current ideas for development include:

Treasure Hunt – one per nation(?)

Hidden Gems – asking walkers to share local hidden gems, incentivised by prizes and for the top 25 to feature as events during Ramblers Festival of Summer Walks

World's Biggest Picnic – aim to break the record of over 22,000 people gathered for a picnic.

Catherine Watt, as a member of the walking festivals advisory group, gave an update on their discussions and her input into the walking festivals programme for 2017-18. Catherine also reported other promotions which will be publicised through Walk magazine relating to bringing a friend along on a group walk.

Alison gave an update on planning for the Gathering 2018 to be based in Perth. Jeannie and Alison have already started discussing the Gathering 2019 which Eildon Ramblers have offered to host. Jeannie has prepared role descriptions to set up a working group to give administrative support to Alison. SCEC agreed that 2018 should be seen as part of a learning process towards a new format.

Vanessa reported that there is a festivals strategy for GB in preparation which will look at a range of options for Ramblers' engagement with events, including in the many Ramblers members involved in organising walking festivals around Scotland mentioned by Jeannie.

AP10 – Catherine to email the festivals report to SCEC.

AP11 – Jeannie to check whether area chairs and secretaries in Scotland had received the One Team paper.

100/17 DEVOLUTION SUB COMMITTEE (APP7/7A/7B/7C)

Alistair introduced the papers relating to an October meeting of the Devolution sub-committee. He felt there had been a very positive attitude within the group with a clear plan of work and specific items discussed, and welcomed the support from staff including Simon Kellas as the new governance manager. Alistair outlined the proposed changes within the Memorandum of Authority, such as the commitment to keep the legal fund topped up to a level of £25,000 each year and that the staff complement should be three as a minimum and five as an aspiration. Alison commended Alistair for his work on this issue.

SCEC approved the terms of reference and other related papers.

101/17 RAMBLERS SCOTLAND SAFEGUARDING POLICY

Jess outlined the process of developing our safeguarding MOR (minimum operating requirements) which was a required of us by sportscotland as a governing body of sport. All the new safeguarding procedures developed have been approved by Children 1st and communicated to areas and groups via an e-newsletter in July.

Jess and Jeannie attended a safeguarding MOR health check with Children 1st in October who reviewed our progress and gave us a green RAG rating towards our next round of sportscotland investment. Children 1st are now introducing new Standards for Child Wellbeing and Protection in Sport on the 6th December. During 2018 there will be a process of ensuring RS is fully compliant.

Following discussion regarding legality of delegation of powers by Board of Trustees to SCEC for expulsion within the disciplinary procedure, SCEC agreed to ask the BoT to revoke their previous decision to delegate these powers to SCEC.

Douglas Tullis offered to continue to assist in the process of resolving the delegated powers issue, and based on his years of legal expertise questioned the legal opinion offered by BWB. Vanessa raised the issue of available resources.

It was agreed that a standing item should return to the SCEC agenda, giving the Convener an opportunity to update the Committee on the previous Board of Trustees meeting and particularly any actions or decisions that impacted the work of Ramblers Scotland.

AP12 – Helen/Jocelyn to add report back from Board of Trustees as a standing item to the SCEC agenda.

AP13 – Vanessa to ask Des to include this on the agenda for the January BoT meeting,

102/17 SCEC NOMINATIONS

Alison introduced the governance questionnaire findings. Alistair commented that the committee was strong with a good range of useful skills. SCEC agreed that mailings for Scottish Council will include a list of the skills gaps, as well as encouragement for people to stand for SCEC and the Board of Trustees, and this could also be included in e-newsletters.

AP14 – Jess to ask Danny to include SCEC recruitment in the e-newsletter.

AP15 – Jeannie to ensure SCEC recruitment is included in SC mailings.

103/17 STAFF RECRUITMENT

Jess announced the appointment of Jocelyn Payne to start on 20 November as Area & Governance Administrator. There has also been an appointment for a Medal Routes project officer on a 6-month contract starting in December, and references are currently being sought. The project officer will be evaluating the previous Medal Routes project both over the past 12 months in Lothians & Grampian NHS Boards, but also over the previous five years, and looking at how to develop this project further in the future to enable Ramblers Scotland to engage with the health agenda.

SCEC thanked the staff who have taken on the duties of these staff in their absence as well as coping with the change of directors.

104/17 GPDR UPDATE

Vanessa updated SCEC on the new regulations on the General Data Protection Regulations which come into force in May 2018. The Board is receiving a regular update on this issue and preparation is being done to comply with these legal requirements. Recruitment is ongoing for a data protection officer and there will be an update in the November e-newsletter, with revised policy updates communicated on an ongoing basis.

105/17 PEOPLE'S POSTCODE LOTTERY UPDATE

Vanessa explained how funding from PPL was supporting the Festivals work. From November 2017 Ramblers became a "direct beneficiary" of PPL along with around 20 other charities which gives us an unrestricted income throughout the next year. The board is involved in discussions about where this will be invested.

106/17 CEO REFLECTIONS

Vanessa explained that the Ramblers now has a clear business plan to deliver the framework for the strategic plan. The next issue is to deliver a culture change within the organisation and she asked for SCEC's efforts to lead in achieving that change.

107/17 SCEC MEETINGS

The next meeting is Saturday 10 February 2018 at the Ramblers Scotland office in Edinburgh, followed by Saturday/Sunday 11-12 March at Scottish Council in Aberdeen. It is likely future dates will be set in a similar pattern to 2017.

108/17 AOB

There is a Board of Trustees meeting on 25 November 2017 in London but Alison and Andy are not able to attend. Jess will be taking part remotely.

20.35 close of meeting.

End of minute.

Helen Todd, campaigns and policy manager, 13 November 2017

SIGNED: 

DATE: 10 Feb 2018

Alison Mitchell

Ramblers Scotland Convener