

**SCOTTISH COUNCIL EXECUTIVE COMMITTEE**  
**Minute of meeting held on Tuesday, 13 June 2017, 16.30 – 20.00**  
**at Birnam Arts Centre**

**48/17 ATTENDANCE**

**SCEC**

Alison Mitchell – convener	Trevor Jones
Andy Malby - vice convener	Elizabeth Lawie
Alistair Cant - hon treasurer	Elly Macdonald
Ben Dolphin - president	Douglas Tullis
John Andrews	Catriona Webster

**Staff**

Brendan Paddy, interim director for Scotland  
Simon Barnett, director of delivery and development  
Jeannie Cranfield, delivery officer  
Faye Henderson, area and governance administrator

**49/17 WELCOME AND APOLOGIES**

Alison Mitchell, convener, welcomed everyone to the meeting. Introductions were made for new Ramblers Scotland president Ben Dolphin and Simon Barnett who was representing Vanessa Griffiths, chief executive Ramblers GB. An apology was received from Catherine Watt.

**50/17 CONVENER'S UPDATE**

Alison Mitchell updated SCEC on the board of trustees election held at general council 2017 where five new members were elected. A board of trustee weekend away was held in Edinburgh on 19<sup>th</sup> to 21<sup>st</sup> May which was very successful. Alison thanked all staff involved for organising the weekend and Andy Malby for leading a walk. Kate Ashbrook was elected as vice-chair of the board of trustees, narrowly beating Alison Mitchell, by 1 vote.

**51/17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**52/17 APPROVAL OF MINUTE FROM SCEC MARCH MEETING (APP1)**

SCEC minute was proposed by Catriona Webster and seconded by Trevor Jones.

**AP1** – Faye Henderson to send approved minute to convener for signing and upload onto Ramblers Scotland website.

**53/17 ACTIONS POINTS FROM MARCH SCEC MEETING (APP1A)**

The following items were discussed:

26/17 (AP5) – Faye Henderson has booked the following venues for the August and November SCEC meetings:

- Tuesday 15th August 2017 - 4.30pm - 8.30pm (approx.) Jury's Inn, 43 Jeffrey Street, Edinburgh, EH1 1DH
- Monday 13th November 2017, 4.30pm - 8.30pm (approx) Dewars Centre, Glover Street, Perth PH2 0TH

108/16 (AP14) – Faye Henderson scheduled a meeting for any Renfrewshire, Cowal and Bute area volunteers along with the four group chairs and secretaries in the area on 12<sup>th</sup> June. Unfortunately only one volunteer turned up, however he has taken on the role of area training co-ordinator and area joint walks programme co-ordinator. It is hoped that this work will encourage others to get involved in the area.

#### **54/17 SCOTTISH COUNCIL 2017 MINUTE (APP1B)**

It was agreed that page numbers should be included on the Scottish council 2017 minute and the minute should be uploaded on to the Ramblers Scotland website. It was noted for future years that the minute should be shortened but needs to record the decisions made by the council.

**AP2** – Faye Henderson to include page number on the Scottish council minute and upload onto Ramblers Scotland website.

#### **55/17 FINANCE REPORTS (APP2, APP2A, APP2B)**

Alistair Cant, treasurer, reported on the accounts and took questions. It was noted that on App 2 (SCEC Management Report) there was an error in regards to the membership budget. Brendan Paddy will provide a membership update when the next report becomes available. Alistair also reported on App 2A (Ramblers Scottish Council Accounts) and App 2B (SCEC 2018 budgets) and took questions.

SCEC approved the financial reports and the 2018 budgets will be submitted to central office for approval in September.

**AP3** – Brendan Paddy to give a membership update when the next report becomes available.

#### **56/17 EQUALITIES BRIEFING (APP3)**

Brendan Paddy, director for Scotland, provided SCEC with an equalities briefing and ran through the conditions required by sportscotland in order to obtain the foundation level. Brendan also noted that free sportscotland equalities courses were available which Alison Mitchell and Andy Malby have signed up for and are being held in September. Brendan Paddy presented SCEC with an overview of the legal requirements, the Equalities Act, protected characteristics and the meaning of direct and indirect discrimination. It was noted that Alison Mitchell held the responsibility for equalities in Ramblers Scotland with support from Brendan, this is recorded in the Convener's role description.

The results from the equalities briefing sent to all Ramblers Scotland staff members and SCEC members was shared. It was noted that this would not be distributed further. Next steps will include sending an equalities survey out to all Ramblers Scotland members explaining the reasoning behind asking for this data.

SCEC discussed equalities and asked Brendan questions.

#### **57/17 THE GATHERING 2017 UPDATE (APP4)**

Alison Mitchell provided SCEC with an update on the Gathering which took place Friday 28<sup>th</sup> April to Monday 1<sup>st</sup> May, based in Newtonmore, Badenoch and Strathspey. 105 people attended with seven walks offered over the very successful weekend. Financially the Gathering made a loss, however this was a planned deficit. A professional photographer took pictures on the Saturday and Danny Carden, communication and engagement officer will share these more widely. Eildon Ramblers have offered to host the 2019 Gathering and offers are currently being sought to host the 2018 Gathering.

It was discussed whether the Gathering could be incorporated in the Walk About Festival 2018. It was agreed that this would be a good idea and would discuss this with Patrick Scott, walking festival programme manager.

**AP4** – Danny Carden to share the Gathering photographs.

**AP5** – Alison Mitchell to speak with Patrick Scott, walking festival programme manager regarding incorporating the Gathering into Walk About 2018.

#### **58/17 NATIONAL YOUNG RAMBLERS WEEKEND UPDATE (APP4A)**

Andy Malby provided SCEC with a report on the National Young Ramblers Weekend which took place 5<sup>th</sup> to 7<sup>th</sup> May in Edinburgh. 84 members attended from 22 different young walkers groups. Andy stated the weekend was a success and thanked Ramblers Scotland president, Ben Dolphin, for attending. This was the second time the national young ramblers weekend had taken place and maintained the discussion aspect. Based on the discussions various recommendations will be made to the board of trustees. President of the German Young Ramblers association, Silvia Rolle, was in attendance and this relationship will be kept open. Andy stated that the next national young ramblers weekend will take place in Berkshire next year.

#### **59/17 SCEC ROLES AND DUTIES**

Brendan Paddy shared a document with SCEC which included his reflections on the function of SCEC since joining the organisation last September. It was agreed that the search sub-committee would meet to discuss this paper and bring recommendations to the August SCEC meeting. John Andrews stepped down from the sub-committee and Douglas Tullis was appointed. Therefore the search sub-committee now comprises of Alison Mitchell, Andy Malby, Alistair Cant and Douglas Tullis. Alison also encouraged other SCEC members to get in touch if they have any comments.

**AP6** – Search sub-committee to meet and discuss Brendan Paddy's reflections on the role and duties of SCEC. They will bring recommendations to the August SCEC meeting.

#### **60/17 AREA AND GROUP INFRASTRUCTURE SURVEY**

Simon Barnett, director of delivery and development, provided SCEC with an overview of the area and group infrastructure survey along with its key findings. There was a good response to the online survey, with 652 responses overall, including:

- 95 group responses (19.5% of all groups)
- 21 area responses (36% of all areas)
- 536 individual responses

Ramblers GB spoke in more detail to:

- 49 volunteers in discussion groups
- 28 volunteers in individual phone interviews
- 77 volunteers overall

Overall, at least one volunteer in every Ramblers area was heard from. Simon explained the interviews and workshops that took place along with the key differences from the different nations. As expected Scottish areas and groups have less focus on rights of way and focused on the need for more training, such as walk leadership, first aid and navigation. However, overall there were no major differences between Scotland, England and Wales. Simon stated that much of the information had been collated and it was now a time to reflect and plan for future support. Another update will be made available in the autumn with a timeline of next steps.

## **BREAK**

### **61/17 SCOTTISH COUNCIL (APP5)**

Jeannie Cranfield, delivery officer, provided an update on the Scottish council 2017 evaluation which was very positive. There was 100% satisfaction rating from everyone who attended the weekend and 80% rating the event at good or excellent. It was very well attended with 60% of groups represented. Out of the 52 people who returned their evaluation forms 34% were attending Scottish council for the first time. The evaluation indicates that those who attend Scottish council for the first time have different needs and requirements from those who attend regularly. This will be reflected in the planning for Scottish council 2018. The results of the evaluation show that the Order Paper and motions were attendees least favourite part of the weekend. SCEC commented that the Order Paper is put together very well and is self-explanatory, therefore it was agreed that at Scottish council 2018 the Order Paper will be presented without the need of a verbal introduction. However more will be done to encourage the submission of motions and encourage debate. The Scottish council sub-committee met to discuss Scottish council 2018 and decided it should be kept to a Saturday – Sunday format. It was also agreed that the programme should have similar elements, but the speed workshops will be more tailored to first time comers and regular attendees. SCEC agreed that more needed to be done to explain to delegates the role of SCEC and how Ramblers Scotland fits structurally into Ramblers GB. This will also be written into the programme for next year. SCEC discussed who could be asked to attend as a guest speaker and possible locations and venues. Jeannie Cranfield will attend the August SCEC meeting with venue options. There was discussion as to whether the single room supplement should be levied next year. It was agreed the single supplement fee should continue but with more direction as to how it is applied. A theme for Scottish council 2018 was also agreed to be *diversity*. Alison Mitchell thanked everyone for their input and discussion of Scottish council.

Faye Henderson, area and governance administrator, gave an update on the Scottish council 2017 challenge. Four applications had been received from groups and they will all be invited to the August SCEC meeting to pitch for the “dragons den” money. SCEC agreed each group should be given five minutes to present their idea which would be followed by five minutes of questions from SCEC. The successful

group would be given more than a year to complete their project if necessary. It was noted that there were several conflicts of interest of SCEC members and it will be agreed how to overcome this. SCEC agreed that this challenge should be included in Scottish council 2018 planning.

**AP7** – Search sub-committee to meet and discuss how to engage members to stand for election onto SCEC and how to promote the submission of motions. This will be planned and communicated before AGM season begins in October.

**AP8**- Alison Mitchell and Alistair Cant to meet and discuss what the successes of SCEC are and how this can be promoted.

**AP9** – Jeannie Cranfield to bring venue option of Scottish council 2018 to the August SCEC meeting.

## **62/17 BUSINESS PLAN AND BUDGET UPDATE (APP6)**

An update on the business plan was given by Brendan Paddy which included safeguarding, equalities, and EuroRando2021. Brendan answered various questions on the progress of the business plan.

Brendan also gave the budget headlines for 2017 – 2018. This included requesting bidding for an increase in money from central office to support another successful Scottish council, staffing and legacy projects. SCEC accepted Brendan's budget proposals.

## **63/17 GOVERNANCE SURVEY (APP7)**

Faye Henderson thanked SCEC members for completing the governance survey and for the comments which had been sent to her. Overall the survey was answered positively except on the sections headlined 'exercising effective control' and 'overall effectiveness of SCEC'. Faye suggested that making the following documents available on the SCEC wiki would help to improve SCEC's understanding of the organisation and where SCEC fits in the bigger picture; Role of SCEC, line of accountability (updated version to include Scottish Council, SCEC, Scottish staff and members), staff profiles, terms of reference for sub-committees, safeguarding, equalities, health and safety, HR and ethics policies. In order to improve the overall effectiveness of SCEC a year-end review will take which outlines SCEC's achievements. It was agreed that Alison Mitchell and Alistair Cant would bear this in mind when planning the achievements of SCEC into Scottish council 2018 planning. SCEC agreed the governance questionnaire was useful but asked that different questions should be asked each time the survey is issued in order to make it interesting and engaging. The scale on which SCEC answer the questions should also be reviewed. It was also noted that any members who are co-opted onto SCEC should be given an induction by Alison Mitchell and Alistair Cant.

**AP10** – Faye Henderson to put documents onto SCEC wiki which will improve SCEC's understanding of the Ramblers and how they fit into the structure of the organisation.

**AP11** – Alison Mitchell and Alistair Cant to ensure that SCEC achievements are highlighted in reports

## **64/17 ACCESS SUB-COMMITTEE**

John Andrews stated that the first access sub-committee meeting had taken place earlier that day. The terms of reference had been discussed and a few minor modifications are to be made before finalising. The access sub-committee will look

for non-Ramblers members to join the committee on particular issues. John Andrews will chair the committee and Helen Todd, Ramblers Scotland policy and campaigns manager, will provide the secretariat duties. John also gave an update on Walnut Grove and it was agreed that it was unlikely that a good outcome would be achieved and therefore Ramblers Scotland would not pursue the issue. John will circulate the access sub-committee minute when they become available. It was noted that the Facebook access page is a work in progress.

**AP12** – Access sub-committee minute to be circulated when available.

**65/17 AOB**

There were no AOBs to discuss. Therefore Alison Mitchell closed the meeting by thanking Ben Dolphin and Simon Barnett for attending. It was noted that the August meeting would be Brendan's final "face to face" SSEC meeting before Jess Dolan's return.

7.55pm close of meeting.

End of minute.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Alison Mitchell

Ramblers Scotland Convener