

SCOTTISH COUNCIL EXECUTIVE COMMITTEE
Minute of meeting held on Wednesday, 20 April 2016, 16.30-20.40
at Scottish Environment Link Office, Shore Road, Perth

34/16 ATTENDANCE

SCEC

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

Vic Royce
Siggi Skulason
Catherine Watt
Catriona Webster

Staff

Benedict Southworth, Ramblers Chief Executive
Jess Dolan, Director for Scotland
Faye Henderson, Areas and Governance Administrator

35/16 WELCOME AND APOLOGIES

The Convener, Alison Mitchell, welcomed everyone to the meeting and gave a special thanks to Benedict Southworth for travelling from London to attend. Des Garrahan, Chair of Board of Trustees, had put in an apology due to another Ramblers commitment.

It was noted that new SCEC member Catriona Webster would arrive at 6pm and John Andrews would leave the meeting at 8pm.

36/16 DECLARATION OF INTEREST

Alison Mitchell declared her interest the Euroorando 2021 discussion.

37/16 CODE OF CONDUCT

SCEC members completed and handed in the code of conduct declaration March 2016 – February 2017.

38/16 APPROVAL OF MINUTES, SCEC FEB 2016 MEETING (APP1, APP1A)

Minute was accepted by SCEC with no amendments required. The minute was proposed by John Andrews and seconded by Vic Royce.

Confidential minute (App1A) was accepted by SCEC. The confidential minute was proposed by Vic Royce and seconded by Andy Malby.

39/16 ACTION POINTS FROM SCEC FEB 2016 MEETING (APP1B)

- AP9 would be discussed in further detail by the Search sub-group (Item 8 on the agenda)
- AP19 John Andrews noted there might be more information after 2 weeks and therefore Jess will wait to hear an update from John Andrews before pursuing Harper McLeod.
- AP24 is ongoing. John Andrews will contact David Thomson for an update and John Andrews will progress

All other action points are complete and discharged.

AP1 – John Andrews to provide an update to Jess Dolan regarding Perth & Kinross Council.

AP2 – John Andrews to Contact David Thomson for an update and progress.

40/16 APPROVAL OF MINUTES, SCEC MARCH 2016 MEETINGS (APP2)

Minor spelling and grammar amendments to be made. With the completion of these amendments SCEC accepted both pre and post Scottish Council SCEC minutes. The minutes were proposed by Alistair Cant and seconded by Andy Malby.

41/16 ACTION POINTS FROM SCEC MARCH 2016 MEETINGS (APP2A)

- AP2 would be discussed in further detail by the Search sub-group (Item 8 on the agenda)

All other actions points complete and discharged

Alistair Cant asked Faye Henderson to email SCEC contact details to SCEC members.

AP3 – Faye Henderson to email SCEC contact details to everyone in the committee.

42/16 APPROVAL OF SCOTTISH COUNCIL 2016 MINUTE

Minor spelling and grammatical amendments noted. Vic Royce asked for the official wording of the motions to be included in the minute. Liz Lawie asked for the number of votes to be recorded regarding the Convener election.

AP4 – Faye Henderson to amend Scottish Council 2016 minute with the proposed suggestions and upload to the SCEC wiki

43/16 EVALUATION OF SCOTTISH COUNCIL 2016 AND RECOMMENDATIONS FOR SCOTTISH COUNCIL 2017 (APP4A)

Evaluation forms were handed out and completed by those who attended Scottish Council 2016. Jeannie Cranfield analysed this data and presented her evaluations to SCEC. The evidence showed that overall attendees enjoyed Scottish Council 2016 and found it informative. However suggestions were made as to how to improve Scottish Council 2017. From this information Jeannie Cranfield also made recommendations to SCEC to consider regarding the format of Scottish Council 2017. These recommendations were as follows:

1. Establish a small sub-group, primarily made up on young members, to steer the programme development of future Scottish Councils
2. Move the formal business of Scottish Council to a Friday evening
3. Deadline for members returning comments on Order Paper to be a week earlier
4. Introduce more policy content into Scottish Council
5. Create market place expert hubs at Scottish Council
6. Specialist interest walks
7. More walks in general
8. Inspirational speakers

SCEC made the following comments on the recommendations:

1. It was agreed to establish a sub-group. Andy Malby, Siggi Skulason and Liz Lawie will form part of this group. Andy Malby agreed to Chair this sub-group and to look into young walkers' motivational speakers. It was agreed that Jeannie Cranfield would get in touch with other young walkers to ask if they would also join this sub-group.
2. Moving the formal business to a Friday evening was discussed by SCEC. It was pointed out by several SCEC members that if formal business was to move to a Friday it could prove difficult for those who work full time to attend. This would also be dependent on location of the next Scottish Council. The Convener put this decision to a vote:
 - Friday/Saturday: 1 vote
 - Saturday/Sunday: 7 votes
 Therefore it was agreed that Scottish Council 2017 would take place on Saturday 11th and Sunday 12th March. SCEC also agreed that Event Brite worked very well as an online booking system and this should continue for 2017.
3. Returning comments on the Order Paper to be completed earlier was discussed. It was agreed that this would be a good move as long as the constitution allowed such a change to be made. It was agreed that Alistair Cant would speak to the Convener of the Agenda Committee, Barry Pottle, to ask what flexibility there could be on returning comments regarding the Order Paper. It was recognised that a formal motion would need to be proposed if changes to the constitution were to go ahead. If there is no flexibility on the returning comments, a way forward could be electronic copies to be emailed before Scottish Council or the amended Order Paper could be handed out on the day of Scottish Council.
4. SCEC agreed that there should be more policy content in the next Scottish Council. This could take the form of a workshop or in the main body of Scottish Council.
5. SCEC discussed the continuation of the memorial Dich Balharry lecture. It was agreed that perhaps this might also take the form of a walk instead of a lecture in future years. It was noted that the 2016 Dick Balharry lecture drew in a good crowd which everyone enjoyed.

SCEC agreed that Jeannie Cranfield should start to look at venues for the 11th and 12th March 2017 to hold Scottish Council and to put together some draft ideas at the next SCEC meeting.

AP5 – Jeannie Cranfield to get in touch with young walkers regarding interest in steering group

AP6 – Young people steering group to come up with recommendations at the next SCEC meeting

AP7 – Alistair Cant to get in touch with Barry Pottle to ask what flexibility is available regarding the returning comments of the Order Paper

AP8 – Jeannie Cranfield to bring suggestions and location ideas for Scottish Council 2017 to the next SCEC meeting.

44/16 SCOTTISH COUNCIL FINANCES (APP4A, APP4B)

Jeannie Cranfield ran through a proposed budget for Scottish Council 2017 (App4A). Alistair Cant confirmed this budget was within reason and the ball park figure was good. Vic Royce noted that there had been an escalation of the Scottish Council budget over the years so it would be good to keep an eye on this. Benedict Southworth noted that as payment for Scottish Council no longer comes out of the Director's for Scotland's budget this explains for the escalation in the overall costs.

Alistair Cant ran through the Scottish Council 2016 costings. It was noted that an increase in the number of delegates attending Scottish Council will increase the total cost.

45/16 GOVERNANCE WORKSHOP AT SCOTTISH COUNCIL (APP4C)

John Andrews ran through the outcomes taken from the Governance workshop that took place at Scottish Council 2016. It was concluded that there is agreement from those who attended the meeting that there needs to be more flexibility when it comes to local circumstances. John Andrews also noted that governance was part of the discussion at General Council, however due to the Devolution Agreement this would not affect Scotland.

It was noted that Faye Henderson will produce a report on the Areas in Scotland and this will be put on the agenda for the next SCEC meeting. Faye Henderson stated that she would be speaking with all Area Chairs and would be willing to speak with SCEC members individually to gauge their views on Scotland Areas.

AP9 – Faye Henderson to send out communication to SCEC members regarding contributing to the Area Report and to book in time individually with SCEC members if requested.

46/16 REPORT FROM FUTURE SUB GROUP (APP4D)

It was noted that the complete sub-group had not had the opportunity to hold a formal meeting with everyone attending. Therefore the paper from the Future sub-group is ongoing.

47/16 FINANCES (APP5, APP5A)

Alistair Cant ran through the Ramblers Scotland accounts (App 5). It was noted that there was a budget of £3,000 regarding walk leadership. Jess Dolan confirmed that new member of staff, Katy Robinson, would be responsible for this budget. Katy has just joined Ramblers Scotland staff as Project Officer of Walk Leadership.

Alistair Cant also discussed the report from Central Office regarding Ramblers Scotland finances (App 5A). It was noted that from the report that it looks as though membership has decreased. There was clarification that this was an overall GB statement and membership in Scotland had risen slightly. It was also noted that the report reflects legacy expenditure as an underspend. Benedict confirmed that legacy money is not budgeted for and therefore this will continue to look like an underspend until the end of the financial year.

48/16 sportscotland KPMG AUDIT

Director for Scotland, Jess Dolan, provided a verbal update regarding the audit that was carried out earlier in the year. The outcome of the audit proved that Ramblers Scotland was graded "satisfactory" and provided comments on how to improve this rating. These recommendations included finance and governance. Jess Dolan stated that the auditor's report will be finalised over the coming weeks and will be shared at the next SCEC meeting. Jess Dolan confirmed that audits would not be annual and most likely will be every four years. It was agreed that SCEC should include a summary of the audit and submit this to the Board of Trustees in due course.

AP10 – Once the sportscotland audit is finalised SCEC will submit a summary to the Board of Trustees.

49/16 ACOSVO (Association of Chief Officers of Scottish Voluntary Organisations)

Jess Dolan gave an update on a lottery funded project “Path to Impact” which Ramblers Scotland applied to and has been successful in a bid to take part in this project. This project helps to support organisations and will be a good objective tool to assess Ramblers Scotland as a whole. The project includes completing a questionnaire, attending workshops and a conference in 2018.

BREAK

50/16 New SCEC member Catriona Webster arrived at the meeting as the Committee took a break. Convener, Alison Mitchell, welcomed Catriona to SCEC and formal introductions were made by the rest of the Committee.

51/16 STRATEGIC PLANNING AND BUSINESS PLAN FRAMEWORK (APP6, APP6A, APP6B, APP6C)

Director for Scotland, Jess Dolan, gave a brief outline and context of the documents being reviewed and discussed at the meeting. RGB Vision and Strategic Framework (App 6) was signed off by General Council however Scotland and Wales have complimentary documents due to devolution agreements. Last year the Board of Trustees agreed an extension of the RGB business plan until September 2017 however it was recognised this would be different for Wales and Scotland as there would be a systematic review. RS Strategic Framework, Internal Context (App 6A), was written by Jess to crystallise how she saw the organisation. This was done through speaking with SMT on the future direction of Ramblers Scotland and its weaknesses and aspirations. RS Strategic Framework, External Context (App 6B) would be the focus of the discussion at the SCEC meeting. RS Priorities 2016-2017 (App 6C) outlines priorities for the next 15-18 months.

Jess Dolan split SCEC into three groups to discuss App 6B. The groups were asked to discuss and make recommendations on what in the document is working, what is good about it and what is missing. After discussion the groups shared their reflections and thoughts. These were captured by Jess Dolan who will revise the Strategic Framework, External Context and RS Priorities 2016-2017 and will bring updated versions to the next SCEC meeting.

AP11 – Jess to bring updated Strategic Framework and Business Plan Priorities to the next SCEC meeting.

52/16 SPORTSCOTLAND GOVERNANCE QUESTIONNAIRE (APP7)

The results of the sportscotland governance questionnaire were analysed and presented. It was agreed that it would be useful for this questionnaire to be completed again later in the year to compare results.

AP12 – sportscotland questionnaire to be re-circulated later in the year.

53/16 UPDATE FROM SEARCH SUB-GROUP (APP7A, APP7C)

There was an update on the current SCEC membership and what the committee might look for in potential SCEC members. It was agreed that more information

needs to be collected regarding the skills and experience of two potential co-optees. Once this information had been gathered then the full search sub-group could meet to discuss potential co-optees. It was agreed that Alison Mitchell will send the two potential co-optees the new skills data collection form (App 7C) in the next couple of weeks. It was agreed that Faye Henderson will send Alison Mitchell current skills and experience of current SCEC members. From this Alison will be able to make recommendations to the search sub-group as to what skills and experience is missing from SCEC.

AP13 – Faye Henderson to send Alison Mitchell current SCEC skills and experience

AP14 – Alison Mitchell to review skills and experience and will make recommendations to the Search Sub-Group as to what is missing

AP15 – Alison Mitchell to send two potential co-optees a form to assess their skills and experience.

54/16 SCEC SKILLS AND RESPONSIBILITIES (APP7B)

The Convener, Alison Mitchell, has put together a non-exhaustive list of activities that require SCEC and/or staff attention. It was agreed SCEC members were to look over this list and state any interest in leading on these matters. Alison Mitchell will get in touch individuals to review choices. It was noted that this will be an ongoing exercise.

AP16 – SCEC members to look over list of responsibilities and Alison Mitchell to get in touch with everyone individually.

55/16 FUTURE SCEC DATES

As agreed Faye Henderson had collated the availability of SCEC for the next year. As availability was challenging over certain months, dates have been proposed where the majority of SCEC can attend. The following dates were agreed as confirmed SCEC meeting dates:

- Saturday 25th June (sportscotland building, 11am start)
- Wednesday 10th August (location TBC, 4.30pm-8.30pm)
- Saturday 19th November (location and timing TBC, will be an all-day meeting)
- Thursday 9th February (location TBC, 4.30pm-8.30pm)

It was noted that the August meeting will only proceed if there are urgent matters for SCEC to discuss. Therefore it is unlikely to take place. Faye Henderson will continue to look for appropriate venues for SCEC meetings.

AP17 – Faye Henderson to look into SCEC meeting venues

56/16 REPAIR AND REPLACEMENT OF BRIDGES (APP8)

John Andrews wrote a paper regarding repairing and replacing bridges on Scotland public paths. It was agreed that facts should be collated and there should be an evaluation of what Ramblers Scotland can do to support this issue. SCEC agreed that Helen Todd and John Andrews should liaise and work on this together.

AP18 – Helen Todd and John Andrews to work together on repair and replacement of bridges paper.

57/16 UPDATE ON GENERAL COUNCIL AND WELSH COUNCIL

The Convener, Alison Mitchell, provided a verbal update on General Council and Welsh Council.

General Council took place in York and was preceded by a Members Day. Notable events from the weekend included:

- The National Volunteer Awards took place on Members Day and it was noted that Alison Mitchell received an award due to her 25 years of service to the Scottish Ramblers Gathering
- Dave Morris was successful with his nomination as GB Vice President
- Benedict Southworth announced his resignation as Ramblers Chief Executive and will be leaving in July 2016
- The revised Memorandum and Articles was approved by General Council, making it gender neutral
- An emergency motion submitted by North Strathclyde Area regarding the lack of background notes for General Council motions this year was passed and in future notes will be provided with General Council papers or as soon as available
- Three motions on governance were passed but the composite motion from Derbyshire, Kent and SYNED Areas were carried. It asked for the Board of Trustees to end the current Governance review
- Bucks Area motion on improving communication was passed
- Returning Board of Trustees are Roy Hunt, Kate Ashbrook and Robert Peel

Alison also provided a verbal update on Welsh Council. This took place in Lampeter using University accommodation on 9th and 10th April 2016. Notable events from the weekend included:

- A motion was passed on increasing Area representation at Welsh Council
- There were 40 delegates present
- Discussion took place on the Ramblers Wales Strategic Framework

58/16 UPDATE ON THE GATHERING

Alison Mitchell provided an update on the Gathering being held in Strathpeffer 29th April – 2nd May. There will be 100 people attending and a EuroRando walk will be included with the theme of energy. Alison stated that from the names of people attending there were 70% new faces.

59/16 EURORANDO 2021

Jess Dolan provided an update on the bid to host EuroRando 2021. The process for making a bid has been moved back to later in the year therefore Jess will evaluate how this year's EuroRando hosted in Sweden runs. Jess will continue the relationship with Event Scotland and continue the fact finding process. Jess will provide a further update at the next SCEC meeting in June.

60/16 STAFFING UPDATE

Jess Dolan provided an update on Ramblers Scotland staff and gave a paper copy of the current staff structure. Jess made a particular mention of two new members of staff, Danny Carden who has joined as Communications and Engagement Officer and Katy Robinson who has joined as Project Officer –

Walk Leadership. SCEC look forward to meeting Danny and Katy at a later date.

61/16 AOB

The Devolution agreement meeting was discussed as other business during the SCEC meeting. There was clarification that Alistair Cant is part of the Devolution Committee, Alison Mitchell was nominated to also attend these Committee meetings. It was agreed that Alistair and Alison shall liaise with Jess Dolan to keep her updated on Committee Meetings.

AP19 – Alistair Cant and Alison Mitchell to keep Jess Dolan up to date with the Devolution Committee meetings.

SIGNED: 
Alison Mitchell
Ramblers Scotland Convener

DATE: 29 June 2016