

## **SCOTTISH COUNCIL EXECUTIVE COMMITTEE**

**Minute of meeting held on Monday 11 February 2019, 4:30 - 8:15pm**

### **01/19 ATTENDANCE**

#### **SCEC**

Alison Mitchell - convener	Andy Malby - vice convener
Alistair Cant - hon. treasurer	Liz Lawie
Ronnie Forbes	Trevor Jones
Elly Macdonald (until 8:00pm)	Linda Moyes
Catherine Watt	Douglas Tullis

#### **Staff**

Jess Dolan - director for Scotland  
Jeannie Cranfield, delivery officer  
Van Griffiths, CEO Ramblers GB (5:25 - 5:37pm)  
John Nicholls, volunteering & quality assurance officer (7:30 - 8:00pm)

#### **Other**

Alison Deuchars, SSA, minute taker  
Richard Hellewell, observer (from 6:20pm)

### **02/19 WELCOME AND APOLOGIES**

Alison Mitchell, convener, welcomed everyone to the meeting and noted an apology from Ben Dolphin.

Alison noted the sad death, in December, of David Grosz, former chairman who had spent many years with Ramblers Scotland and stated that she and others had attended his memorial service in January.

Alison also advised the Committee that the new governance and events administrator is due to take up the post at the end of February and thanked the SSA for the admin support for this meeting.

Catherine Watt declared an interest in Agenda Item 6, Motions to SC19, Motion 5

### **03/19 APPROVAL OF MINUTE FROM SCEC NOVEMBER MEETING (APP1)**

The minute of the meeting held on Wednesday 14 November 2018 at the Dewar's Centre, Perth were proposed by Andy Malby and seconded by Trevor Jones.

***AP1 Alison Mitchell to be sent a copy of the minutes to sign***

### **04/19 ACTION POINTS (APP2)**

All action points were discharged with the exception of

88/18 AP11 AOCB - Interim Safeguarding document

Jeannie Cranfield, delivery officer, advised that Ramblers Scotland are currently 60% compliant with the new MORs and there is work to do to meet the new standards. Jeannie will liaise with Ramblers GB colleagues and Children 1<sup>st</sup> to draft the new Safeguarding Policy and Problem Solving & Disciplinary Procedure.

### **05/19 CONVENER'S UPDATE ON JANUARY 2019 BOARD OF TRUSTEES MEETING**

Alison advised the committee that she had recently attended, along with Ronnie Forbes, two Trustee's meetings in London.

5 December, where the main topics for discussion were the Data and Digital Transformation Programme, General Council 2019 Programme and future hosts of General Council. Alison, along with Jess Dolan, updated the Board of Trustees on Scottish matters and the European Ramblers Association annual conference.

23 January, where the main topics for discussion were Trustee recruitment, the draft Trustees Report and a Values, Culture and Behaviour Review led by Ronnie.

The next meeting is scheduled for early March.

### **06/19 FINANCE UPDATE (APP3, APP4, APP5)**

Alistair Cant, hon. Treasurer talked the committee through the Q1 report which shows Ramblers Scotland to be under budget overall. Jess advised that if budget lines are not being spent then there may be a need to justify the inclusion of that line in future. Jess also advised that the investment income underspend from the 'Out There' campaign had been approved to be moved in to this financial year to support the Project Officer post in place from March. Alistair stated that he is taking a while to get used to the reports due to the confusing naming of them.

### ***AP2 To come up with a better name for the Management Information Account***

### **07/19 Devolution/Location/Organisation Design (APP6)**

Van Griffiths, CEO Ramblers GB, joined the meeting by phone and explained that this paper is the continuation of an on-going conversation as a need arose to expand the Devolution Working Group. Due to the lease expiring on the Vauxhall, London office in March 2020, location is now a priority issue and this is an opportunity to look at how the organisation is structured and located. Van advised that they are looking to recruit people on to a working group with the first meeting to be held March/April and a call for volunteers will go out in the next volunteer newsletter. Trevor Jones stated that a contingency situation would need to be developed and monitored. Van agreed and advised that they are urgently trying to meet with the landlord to discuss the lease situation. Trevor also stated that retaining people could be an issue depending on the location solution. Van explained that she and the GB hon. treasurer have considerable previous experience of this situation and is mindful of giving people as much notice as possible if locating a considerable distance from the current office. Linda Moyes asked if a location other than London is being considered. Van advised that nothing is off the table and they need to be ambitious tempered with realism and if anyone has any other thoughts or questions then to get in touch with herself, Alison, Ronnie or Jess.

After Van left the meeting there was a discussion around the topic and concerns were raised that the Nations voices could be lost during the discussions and it had not been indicated

where resources for establishing the English regions would come from. Jess advised that she envisaged a phased transition to any other location and it could be positive from a Ramblers Scotland viewpoint as a number of staff functions could be located outwith London and this could strengthen localism though it is a lot to do in a short space of time. The meeting agreed that jobs coming to Scotland would be welcomed though there may be limited expansion due to office space availability.

Douglas Tullis raised the issue of the ability to create more constituent parts of Ramblers GB under the existing constitution and that a move from London may incur considerable redundancy costs if staff were unable to move.

The meeting agreed that it would be helpful to have people on the working group to represent the interests of Ramblers Scotland.

### **08/19 SCOTTISH COUNCIL APPROVALS and GOVERNANCE (APP7, APP8, APP9, APP10, APP11, APP12)**

The draft minute of SC18 were reviewed.

#### ***AP3 check usage of capital/lowercase c when used in Scottish Council in SC18 draft Minutes***

Alistair Cant asked for feedback on his paper 'Information about the SCEC' and it was agreed that it does not have the right tone and people were unsure of its purpose. After some discussion it was agreed that it would not go in the delegate packs but would be on the noticeboard with photographs of SCEC members and that a Learning Set Workshop about SCEC would be added to the programme.

#### ***AP4 Jeannie to add 'About SCEC' to the Learning Sets Workshops***

#### ***AP5 Nominations deadline to be added to the SC19 programme - Saturday at 17:45***

Discussions were held around the motions to SC19

#### ***AP6 Motion 1 to be attributed to Alistair Cant and Douglas Tullis.***

#### ***AP7 Douglas Tullis to supply text as to why Motion 1 is not being taken forward***

Discussions were held around the Actions taken on SC18 motions

#### ***AP8 APP11 Motion 2 to be noted as a draft document***

Jeannie advised the committee that the uptake for places at Scottish Council has been good with, currently, 120 attendees (32 groups represented) and the on-site accommodation was now full. There was a discussion around the programme and Jeannie advised the committee that the feedback this year would be via Survey Monkey with paper copies available for anyone unable to use that medium. Alistair Cant suggested making the Learning Sets Workshop options clearer by re-numbering as 1 - 12, the programme was approved. Jeannie advised that there may be a possibility to have the drinks reception sponsored and potential exhibitors have been identified.

Jeannie advised that only one entry has been received for the SC Challenge and the closing date is the end of February. A discussion was held around the Challenge particularly in

relation to the low number of entries received in recent years and Jess suggested that the challenge is re-visited with a view to changing it next year.

### **AP9 Jeannie Cranfield to re-number the Learning Sets Workshops**

Jeannie circulated draft copies of the Annual Report and the committee liked the new look it has. The annual report will be circulated to all attendees at Scottish Council. Alison Mitchell asked for it to also be sent to affiliates and the Board of Trustees as well as having copies available at General Council.

Alison asked for the committee's thanks to be passed on to Danny who led on the project.

After reading through the Annual Report a number of recommendations were made:

- Increase the type size
- Clarify the meaning of the colours in the Membership Numbers bar chart
- Remove the line ' . . . in abeyance . . . ' in the areas list
- Caption all the photographs with details of who the groups pictured are
- Can the photograph on page 10 be replaced with something more relevant
- Remove the 's' at the end of Highland on the Membership pie chart legend
- Check the consistency of type case for job titles/roles

### **09/19 Mentoring and Walk Leadership (APP13)**

John Nicholls briefed the committee on the status of the Mentoring and Walk Leadership Programme. The vision is to have mentoring embedded across all groups and create a culture of support for new leaders. The target of 50 course attendees by the end of March is on schedule. There has been strong feedback from the courses held so far and attendees have found the content useful and highlighted other areas that could be covered. The content of courses will continue to be reviewed.

Catherine Watt indicated that it is good that mentoring is on a formal footing but raised concerns about 'signing off someone's competency'. John advised that mentors are to be seen as additional eyes and ears rather than as assessors and hoped that mentoring would be supportive and done through observation. A discussion was held around formal and informal mentoring and that new walk leaders should understand it is valuable support for them. Ronnie Forbes asked what mentoring means more broadly in terms of growing membership. Trevor suggested that it can be an additional benefit to members as they will know that walks are being led by leaders with a recognised competency. Ronnie raised a concern about training and mentoring becoming prescriptive and existing leaders may not want to go through the formal pathway. John agreed that this is an area that needs to be carefully addressed. Catherine stated that she was proud that this initiative had been started by Ramblers Scotland.

John advised the meeting that he will be visible throughout the SC19 weekend and will be happy to discuss the Walk Leadership programme with members.

Alison Mitchell thanked John for his contribution and he left the meeting. Elly Macdonald left the meeting in order to catch a train home.

### **10/19 Sub Groups Update (APP14)**

Alistair Cant advised that he is now convener of the Access sub group and presented the draft Bridges Guidance paper which will go to Scottish Council and then be issued to groups. Alistair advised the meeting that the next access sub group meeting is 8 May and Dave Morris will be invited to speak on the Access Legislation process.

***AP10 Helen Todd to ensure the Guidance on Bridges is promoted as widely as possible once it is agreed.***

Alison Mitchell reported that the Gathering sub group had met and that there are over 100 registrations for Melrose weekend. The group is keen to have future locations submitted and are currently trying to fill volunteer positions particularly the role of event co-ordinator. The next meeting will be held on 3 May.

***AP11 The Gathering Sub Group to report the Strategic Plan for the Gathering at the July/August SCEC meeting***

#### **11/19 Q1 2018/19 Business Plan (APP15)**

Jess Dolan talked the meeting through the Business Plan and advised that some areas had stalled due to lower staffing levels. Jess noted that the project officer for the young adult project has been appointed and will take up their post at the beginning of March and the governance and events administrator will start in post at the end of February on a part-time short-term contract. Alison Mitchell stated that the organisation had lost two good people to permanent posts and that it should be recognised that permanent posts could enable the organisation to retain staff.

Jess gave a brief summary of the 'Out There' campaign advising that there is an appetite for a nationally consistent data set of path networks. It was agreed that this project would be discussed in more depth at a future meeting.

***AP12 Helen and Danny to prepare more comprehensive information on the 'Out There' project.***

#### **12/19 AOCB**

Douglas Tullis stated that the new format for circulating papers as one document is great but asked for the pages to be numbered throughout the whole document not by individual sections.

The next meetings will be held during SC19 Saturday 9 March at 11am and Sunday 10 March at 1:30pm.

Catherine Watt advised that she will not be standing for the next SCEC and Alison thanked her for the time she has given. Alison advised that she will be stepping down as convener as she has completed three years in the role.

Alison Mitchell thanked everyone for attending.

The meeting closed at 8:15pm

<p>APPROVED BY THE SCOTTISH COUNCIL EXECUTIVE COMMITTEE OF RAMBLERS SCOTLAND – 8 May 2019</p>
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