



BOARD OF TRUSTEES

Minutes of a business meeting held on Tuesday 8 June 2021

Via zoom

Present Andrew Burns [Convener], Becky Duff, Sean Duffy, Fiona Gillespie, Manish Joshi, James Adams, Kenneth Pinkerton, Theresa Shearer

Apologies Pauline Lunn, Adam Lang

in Attendance

Anna Fowlie, Tim Hencher, David McNeill

With

Steven Morton [secretary]

1

Welcome and apologies

The Convener welcomed everyone to the meeting and noted the apologies.

2

Conflicts of interest

There were no conflicts of interest declared.

3

Minutes of previous meetings

3.1

Paper 3.1

The minutes of the meeting held on Tuesday 23 March 2021 were approved.

SM

3.2

Paper 3.2

It was **agreed** that the minute should be amended to record that trustees had considered succession planning.

SM

Subject to the above amendment, the public minutes of the previous meeting were approved and would be published on the web site.

3.4

Matters arising and action log

Paper 3.4

There were no matters arising that were not covered on the agenda.

Action logs

General 02/12-7

It was **noted** that the Board's self-assessment against the Governance Code was due to be completed by the end of 2021, and that meetings would then focus on a particular element of the Strategic Plan.

AF

It was agreed that the Board should complete its work on self-evaluation against the provisions of the Scottish Third Sector Governance Code, then seek an independent view to validate or challenge the findings.

AB/AF

Governance – use of skills matrix in recruitment

It was agreed that this action should be amended to reflect that reviewing the skills matrix was a continual process, and at least should be reviewed as vacancies arise.

AB

It was also agreed that trustees would consider the recruitment of a new Vice Convenor at the next meeting of the Board.

AB

Policies

It was **noted** that these revised policies related to issues identified in the action logs.

- *Code of Conduct*

It was agreed that the code should be updated, for example to take account of social media and receipt of organisational funding via SCVO, and that Conflicts of Interest should be removed and set out in a separate policy. In the meantime, the amendment to the existing Code to reflect the requirements on Board attendances was agreed.

AF

- *Role of trustees*

The amended role was approved.

AF

- *Whistle-Blowing Policy*

The amended policy was approved, and Sean Duffy was appointed as the trustee for staff to raise concerns with informally.

AF/SD

4

Strategic Resources Committee - update

Fiona Gillespie, Committee Chair, drew the following discussions to trustees' attention:

- The work the Committee had done to review SCVO's approach to risk, including velocity in the matrix.
- The budget position, including positive changes to the pensions position.
- The recommendation to appoint Chien + Tait, as new Auditors, which would be taken to the AGM in December for approval by members.

Trustees were content with what was reported.

4.1

Review of the Property Strategy

Paper 4

The revised Property Strategy was **noted**, with some discussion about variations in the property market across Scotland. Trustees discussed how offering shared workspace to other voluntary organisations fitted with SCVO's mission and values.

It was agreed that a further discussion was necessary to discuss the pros and cons of SCVO being a landlord to other organisations.

TH

5

Strategic Development Committee – update

Sean Duffy, Committee Chair, drew the following discussions to trustees' attention:

- Putting membership at the heart of SCVO's work.
- SCVO's relationship with the new Scottish Parliament intake.
- Being ambitious for the organisation and the sector.

5.1

Investment in customer service

Paper 5

Trustees considered the proposal to invest in an enhanced approach to customer service, as set out in the paper. It would involve the creation of two new posts, as well as some internal movement. The discussion focused on whether the proposal was ambitious enough.

Subject to a full review after two-years, the proposal was approved.

DM

6

Membership - update

Paper 6

The report was **noted**.

7

Anti-racism report – implementation plan

Paper 7

Noting that there would be a longer discussion on anti-racism during the strategic session that would follow the business meeting, the plan was **noted**.

8

Strategic Plan 2019-22 and Beyond

Paper 8

Trustees **noted** the highlights of the last quarter and that a fuller report would be circulated in correspondence. Given this was the final year of the current Strategic Plan, they considered the pros and cons of doing a complete refresh at a time of uncertainty for SCVO and the sector. Trustees reflected on the outcomes and priorities set out in the plan and the operational priorities agreed by the Management Team, and felt that the existing plan remained fit for purpose.

It was agreed that the existing Strategic Plan should be continued for a further 12-18 months, and that staff should develop a strategic framework and operational plan for 2022/23 on that basis.

AF

9

Risk

No new or changed risks were identified in the meeting.

10

AOCB

There was no other competent business to consider.

11

Next meeting

2022 meeting calendar

Paper 11

Subject to a revised date for the Board strategy day, the calendar of meetings was agreed.

SM/ALL