

**Minutes of the SDT Meeting
held on the 13th November 2013
in the Office at 7.30 pm**

Present: John Rodwell, Graham Rendall, John Phillips, David Holmes,

In Attendance:

Nic Thake, Steven Bews, Andy Makin, Debbie Sarjeant and Eileen Phillips

1. Apologies: Steve Bacon

2. Minute of 2nd October 2013. Proposed DH and Seconded JP
JR opened the meeting and welcomed SB and NT to the meeting. JR explained that both had declared an interest in joining the Board and were invited along to see how the proceedings were undertaken.

3. Declarations of Interest

Asked if there were any declarations of interest. It was agreed that Agenda Item 10 would be deferred to the end of the meeting as NT would be conflicted. It was also agreed that the staff members would leave the meeting at the end of concluded business in order for the Performance Profile to be discussed.

4. Matters Arising. GR asked if papers could be sent in another format as docx files could not be opened. **DS to action.**

5. Board

a) Representative Directors

JR asked if there was any progression on the matter of representative nominations from SCA and Heritage Trust. DS said that the SCA had met but not addressed the issue under the agenda and that DS had spoken to JB to see if this could be listed under the next meeting, there had also been conversation between Heritage Trust and DS. The chair had indicated that the nomination would be discussed at their earliest convenience.

b) Training

DS said that she had contacted VAO with the intention of finding appropriate Directors Training. Edwina Lloyd had suggested training in Responsibilities and Roles of a Director and was available to come out to Shapinsay to deliver this training. **DS to arrange dates with Directors.**

6. Consultation into future Service Provision.

AM outlined the need to revisit the consultation from Sorton and refresh the guidance for decision making by conducting a survey. This survey would be conducted door to door by structured conversation and would allow all members of the community to give views on where the concepts needed to

progress. There had been an offer of support from a social researcher, Shapinsay resident, to help with the drawing up the questions which would be included in the survey. Comments were voiced as to the content, interpretation, constraints and goals of the survey and AM assured the board that although we were keen to get results we should not rush the process but needed to structure the exercise to gain full engagement and potential from the community.

It was agreed that content would be available for the next meeting and that the survey would be undertaken in Jan/Feb and results by March. **AM to Action.**

7. Premises

AM told the Board that the current premises were not suitable for the trust's purpose. There were issues with the structure of the building and the insulation properties.

The survey into a potential alternative accommodation had returned a doubtful report with concerns for the building structure and joint ownership. The proposed opportunity to purchase a piece of land with the view to building whatever outcomes were identified from the survey and additional office space had been valued at £30k. The area identified should have no issues with planning permissions as it was in a development area. It was unanimously agreed to progress with potential purchase.

Pending community decisions about future service provision it was agreed that alternative office accommodation should be sought immediately with the view to securing an intermediate term lease arrangement. Issues with the current building had been brought up with the landlord but no assurances given that any work would be conducted into rectifying the problems. It was agreed that professional advice be sought regarding a potentially serious health and safety risk which had been identified by a staff member.

AM to progress potential land purchase, explore alternative accommodation, investigate H&S risk and speak to the landlord.

8. Transport

AM outlined the process which had been agreed to operate the OOH ferry. Issues with additional costs to the operator had resulted in discussion and the need for some revision to the service. It was agreed that the 6am sailing would be dropped from the service. It was noted that this service was mainly used by NHS patients and their expenses could be recovered via Garden House. It was agreed to state that in future 6am sailings would be private hires arranged directly with the operator. The process of implementing the remaining scheduled sailings would be operated as before and negotiations would be agreed between coordinator, passenger and operator to maximise the full potential of the service.

GR asked if some investigation could be undertaken to identify if there was a possibility of a waiting room in Kirkwall which could be available to passengers waiting for the OOH Ferry. **AM to investigate.**

The Board agreed to keep the remaining Saturday and Sunday morning runs. It was also agreed that the subsidy payable to the operator would remain unchanged.

AM also said that a grant bid for the OIC EDRP fund had been submitted for £3330 towards the Transport Scheme.

9. Coastal Communities.

The bid for the Pontoon project had been submitted and it was noted that the issue with OIC planning constraints had not been lifted but correspondence from OIC together with detailed information had been submitted along with the application. It was hoped that the outcome of the grant would be favourable.

10. IT Policy

DS had not received any comment from the revised paper circulated to the Board. JR said that apart from some minor changes the paper was on the whole appropriate. These changes were to be actioned and the paper was to be returned to the next meeting. JR asked if any Directors were using the email system; some Directors stated that they did not use the system and it was agreed that training and support could be offered to enable the system to be utilised as previously agreed. GR said that he did not think that a Director should be in charge of the running of the server and that we should look into alternatives to maintain the system. NT said he could suggest a contact. DS said that relying on the backup of a Director on a goodwill arrangement meant that from time to time the server was down and this could mean the staff could not access the files and emails. **DS to look into alternatives.** IT paper to be brought to next meeting.

11. SRL Report:

Paper concerning productivity already circulated to Board was noted.

JR said that a meeting had taken place with SG, MK AM and JR together with David Wilkinson through Leadership for Growth to discuss the relationship with the SDT and SRL. It had been agreed to draw up a MOU (intercompany agreement) and bring this to both boards to sign off. SG had also sought advice from VAO.

JR said that HIE agreed to support the trust in seeking appropriate advice regarding the implications of charity law. GR said that due diligence had been undertaken with the bank and a vast amount of inter-company agreements had been signed and were in place between the SDT and SRL. Discussion followed regarding appropriate matters for this board as distinct from operational decisions which are matters for the SRL board.

12. Accounts

Papers circulated by DS for both accounts were noted. JR commented that previous narrative comments had helped understanding and it was stated that work would continue towards budget and variance reports for ongoing projects. **DS to Action.**

13. Correspondence. DS had received a letter for the AGM of the Community Transport Assoc.

14. AOB.

AM had attended an OHAC meeting to discuss developing a care provision through a social enterprise.

DS and AM had attended the CES Conference and feedback would be given at the next meeting regarding behind the wire initiatives.

There had been some comments regarding the Shapinsay Sound and AM asked if the board could clarify if the newsletter was a community vehicle or a trust vehicle. It was agreed that the newsletter was for all community events and should not carry any political content. Some articles from business should be kept for the calendar pages and more community content sought. It has come to AM's notice that the Youth Club had restarted and due to the islands plan including a Youth Worker he would like to see if the Trust could help with this project.

AM asked for a proof reader for the 'Shapinsay Sound'. GR and NT agreed to undertake this.

At this point NT left the meeting and JR thanked him for his interest and attendance.

15. SWAP (deferred to end of Meeting)

JR asked if the Board could now discuss the SWAP Application.

AM had previously circulated the document, he outlined the scoring for the application. The document had scored 22/80 and covered the objects and criteria for SWAP. Questions were asked regarding the need to score if there were no levels of pass or fail. DS said that the criteria covered the objects and development plan and if the application had no relevance to specific categories this would be indicated.

The application fulfilled the criteria and apart from the clarification that this grant would only be for 1 years tuition then the board were happy to agree that the grant payment would be made on proof of a receipt or invoice. The amount awarded was £1488.

AM mentioned that K Sims application for an island video project had been passed to the Tourism Group to see if they could take this forward.

AM then made an apology to the Board for a misunderstanding regarding a previous SWAP decision.

The Board had agreed costs for accommodation and stabling but an underspend had been identified by the applicant and AM agreed to use the underspend to fund travel within the previously agreed amount. The Board thanked AM for his honesty and agreed that no follow up was necessary.

AM read out a letter from Mr and Mrs Evans thanking the Trust for their support and financing.

Staff had been identified a need to initiate some payments in relation to SWAP awards where the applicant might not be in a position to make payment and present receipts. It was agreed to explore the possibility of a company credit card. **DS to Action.**

At this point the Meeting was adjourned whilst the Staff and SB left the office.

16. Performance Framework- Project Manager

JR reported on one-to-one meetings with MA to monitor achievement of previously agreed objectives set out in the Performance Framework. Progress was had been recorded using a template (previously circulated). Board members expressed satisfaction with progress noting that slight delay in some areas was due to time necessarily spent on additional tasks such as the pontoon bid and the complexity of restructuring the staff team. It was agreed that a further report be made in three months at which time additional forward looking objectives should be defined.

17. Board membership

It was agreed to invite Nic Thake and Steven Bews to be invited to be co-opted onto the Board.

Date of Next Meeting: Wednesday 4th December 2013 at 7.30pm