

**Minutes of the SDT Meeting
held on the 13th March 2013
in the Music Meeting Room at 7.15 pm**

Attending: John Rodwell, Graham Rendall, David Holmes, John Phillips, Steve Bacon, Robert Allan, Eileen Phillips, Paul Hollinrake, Louise Hollinrake and Gail Vines.

In Attendance: Debbie Sarjeant,

1. Apologies: Sheila Garson, Julian Tait and Lynsey Leslie.

The Board and Staff met for a Workshop session conducted by Robert Allan on 'Vision and Values': Feedback from this meeting would be provided by RA in the format of the Weavers Triangle.

At this point the staff members left the meeting and the Board were called to the main agenda at 8.30pm.

2. Minute of 20th Feb 2013- Approved SB Seconded JP

3. Conflict of Interest

JR opened the meeting and asked if there were any conflict of interest. JP and DH indicated a conflict of interest to items 6b and 7. JR asked that agenda item 6b would be held to the end of the meeting to allow JP to leave, also that due to agenda item 7a, DH would not need to leave the discussion.

4. Matters Arising:

JP mentioned that the placement of the time capsule could not be housed in the turbine. KJ added that the proposed fun day and capsule burying would not be able to be hosted at the end of March due to clashes with other community events.

KJ also mentioned the SDRP visit and that if any Directors were available they were invited to the Community Centre at 10.30 on 23rd March.

Reference to the CCF application which was tabled at the last meeting, KJ said that she would speak to Keep Scotland Beautiful with the remit to ask what projects would be more favourable to gain funding.

SB and DS reported that they had met to discuss the requirement for IT and management of Company Information and would report back to the board at the next meeting.

5. Action Plan

The board discussed the action points drawn up by RA and the Employment Sub Committee (ESC). SB asked if the heading 'System of Work' should be led by the board and not the project manager, and also under 'Roles and Responsibilities' would this include the ESC. JR said that this would be discussed but he felt that these points were valid.

Under 'Relationship and Culture' the learning session could be covered by the board with direction from RA as to materials required.

6. Transport

6a. OOH Ferry

JR and DS had met with Groats Charters (GC) and had outlined the financial proposal to ensure the operation of the service within budgets set by the board. GC would get back to JR with a decision for a set cost for return journeys.

JR asked that following the previous meeting where fares were set at £10 and £20 that on reflection the increase could have the effect of reducing passenger numbers and where we needed to be realistic with fares that this was seen as a negative influence on the service. Therefore it was suggested to revise the increase of fares to £15 per passenger for all morning and late evening runs and £7 for the scheduled runs at 7pm and 10pm. This was agreed after discussion.

Discussion was also held regarding the promotion of the service and requirements for encouraging summer visitors to use the service. It was agreed that encouraging use would benefit the income.

Discussion was also held on scheduled fixed runs and after some negotiations it was agreed to implement the fixed runs but review if required after 3 months.

6b. Coordinators Remuneration

This item was deferred to the end of the meeting.

7. SWAP

7a. M & A's

After consultation with VAO regarding applications for Individuals and Business it was identified that M & A articles 8b and 8d both made reference to prohibiting Directors and Members of benefit from income. DS had spoken to DTAS, VAO other trusts and had identified that a number of organisations had the same restrictions. With reference to the SWAP grants the board had not given any benefit to either Director or Member and all grants had been given to Community Groups. Therefore it was decided to withdraw from consideration of all grants for individuals and businesses until clarification was sought from OSCR regarding this position.

The Board then considered the one outstanding SWAP Application, (conflict was indicated by GR and JP but due to there being no direct conflict the board agreed for them to participate in the discussion) for the Parent Council and agreed after discussion that they were happy to fund this project.

7b. Community Benefit

Following previously circulated correspondence from a resident regarding the funding of a responder service JR reported to the board that Scottish Ambulance Service (SAS) had held a public meeting to discuss cover for Shapinsay and SAS were proposing to fund along with NHS Orkney cover for a number of responders who would work alongside the Nurse Practitioners to

enable back up for emergencies. SAS were unclear of the amount of payment for the service and there was some interest from residents to enrol for the cover. The Board discussed the possibility of Trust involvement on a partnership basis and agreed that they would consider entering into dialogue through the Community Council who was leading on behalf of the Shapinsay Community. It was agreed that SB/JR would let the CC know of the trusts intentions in relation to a possible service enhancement which might help overall service viability.

8. BLF Outcomes Update

Projects Officer

JR reported that there had been interest in the PM vacancy and that the applications would be reviewed by the ESC together with RA.

9. Employment Sub Committee.

JR reported that the ESC had met to discuss the Coordinators remuneration and also the PM vacancy.

10. Staff Reports

AFSO and CDO Reports

Both staff handed out monthly reports, there were no points raised.

11. SRL Report / Turbine Operation:

Due to SG absence this item was carried forward

12. Accounts

DS had circulated project balances for SDT and BIG accounts. There were no points raised under this item.

13. Correspondence - None

14. AOB - None

At this point JP left the meeting and Agenda item 6b was discussed.

6b. Coordinators Remuneration

JR explained that the Coordinators were asking for a review of the payment they received for the Transport project and had presented information about times taken for bookings and cancellations. The ESC had looked at the proposal and decided that although both coordinators were providing a good service that there was justification to limit the booking times between 9am and 3pm. This would need to be specified in the newsletter along with the fare increase to make public aware that bookings needed to be made the prior day by 3pm and that coordinators should only act outside these times when cancellations were required at short notice. After the deadline for the bookings the coordinators were not required to answer phones, emails or text messages until 9am the following day. There was also discussion regarding fixing scheduled runs and the need to have coordinators. It was agreed to change the present arrangements of a

retainer and 2 hours payment to a flat retainer rate of £80 which would be paid for taking bookings between 9am and 3pm. This would be kept under review by the Board.

At this point the meeting was brought to a close and JR thanked the Directors for their attendance

Date of Next Meeting:

This was scheduled for 17th April