

**Minutes of the SDT Meeting
held on the 15th Jan 2014
in the Office at 7.30 pm**

Present: John Rodwell, Graham Rendall, John Phillips, Nic Thake, Steven Bews and Steve Bacon

In Attendance:

Andy Makin and Debbie Sarjeant

1. Apologies: None.

Note: JR reported having conversation with DH regarding David's intention to step down as a Director. It was not obvious if this was with immediate effect.

Action: JR to confirm with DH and report back

2. Minute of 4th Dec 2013.

SBw and NT should have been shown as present not in attendance.

Subject to this amendment the was approved minute, proposed by SBn and Seconded by SBw.

3. Declarations of Interest.

After discussion it was agreed that DOI were noted for SBw under item 5 and SB under Item 11. It was agreed unanimously that there was no requirement for them to leave the meeting.

4. Matters Arising.

NT noted that under item 5 Transport the Harbour Master Mr Abdul was no longer in post and AM should confirm that arrangements for the waiting room were still in place. **AM to Action.** SBn had actioned point 5 from the last minute and both directors had been given email addresses to the server.

5. Board Training.

DS said that after discussion with VAO the dates for the Directors Training were likely to be on Saturday 15th or 22nd Feb. Directors indicated the 15th and DS would confirm with VAO and let all concerned know the time and place of the Training. If there were any requirements that Directors felt needed addressing then they should let DS know. **DS to Action confirmation and notification to Directors.**

JR confirmed that in line with the Mem and Arts there were now 2 SRL Directors on the SDT Board. (GR and SBw)

AM noted that he had received email from HIE with a survey requesting info on levels of support. **AM to action circulating email to Directors for completion.** Note: 4 week deadline.

6. Consultation into future Service Provision.

AM circulated paper prior to meeting. Following discussion with Sandra Rodwell regarding the survey and its content AM raised concerns about the previous proposal and whether the direction should be more in line to update

the Development Plan. Information from OHAC had indicated the lack of requirement for building based facilities. There was a greater need for individual support and home based services. AM was researching a joint Rousay, Shapinsay project to deliver care services under a trading sub. NT asked for more information on this project to bring him up to speed. This project would be cost neutral to the Trust and money could be sourced through OIC.

Directors discussed issues of community expectation to deliver an outcome from the Sorton report and it was evident that the direction from the Board was to push this issue to natural conclusion. The Board agreed to a workshop meeting on Sunday to clarify plans and decide the areas for action. It was hoped to identify a proposal and follow this with a consultation. Staff were not required to attend.

7. Premises.

Following indications that office space was required AM had obtained an indication of cost for refurbishing a building. AM explained that following a small alteration to the current building the immediate need for a quick fix had been resolved and although the current office space was not adequate it was sufficient until a solution was found. It was agreed that this proposal should be left on the table but no decision was required at this point.

8. CES IIF.

In light of a potential grant for 'Behind the Wire' projects through CES the Board were happy for CES to progress a grant application. The draft MOU with CES had caused some concerns regarding the legal position of the Trust. It had been agreed to instruct CES to apply for the funding with the understanding that at a later stage if the MOU was unacceptable agreement to participate in the project could be rescinded. **Action AM to seek legal guidance on the MOU.**

9. Transport

Following the review for payments under the OOH charter scheme terms for agreement had proposed to the Operator. A letter had been sent to the Operator for his agreement but no reply had been received. **AM to Action.** It was requested that further discussions with the operator could be conducted in the presence of his accountant. The Board noted the number of cancellations and were concerned of the impact this was having. AM to see if there was a possibility of a traffic light system for the calendar which would highlight the possibility of cancellations and bad weather. **AM to action with coordinator.**

AM to chase the public charging point and DS to check the electricity tariff for charging electric vehicles.

10. SWAP. Matrix

AM had produced a new scoring matrix and the staff had evaluated the process on past applications to see its validity. It was noted that the Matrix did not show how projects would be evaluated after completion. It was

agreed to use the revised scoring system with provision of evaluation and audit.

AM suggested the Board adopt a process for quarterly SWAP applications. This would enable better budgets and use of Board time. Reservations were raised regarding deadlines for applications due to some projects needing immediate funding. JR was in favour of fixing budgets.

SWAP Application. The application for funding towards a short film for the cruise liners to promote Shapinsay had been scored under the new matrix. This was a resubmitted application. After discussion the board felt that due to a number of concerns including in kind contributions and lack of other funding that although the Board were not minded to fund the application. However, the general concept was supported.

AM to inform applicant

11.IT Policy

Following circulation of a contract for supply of server backup and support from D and D IT it was agreed that service would be supplied by them as long as there was a confirmation that the service provider was listed on the Data Protection Register. SBN said that he would be willing to provide all information to the new provider as soon as this was confirmed.

The IT policy document was deferred to the next meeting.

12.SRL Report:

The report was circulated prior to the meeting and JR mentioned the forthcoming meeting with the SRL to discuss the relationship and reporting requirements.

13.Accounts

DS circulated Balances of budgets. Discussion regarding the service level agreement with Here2Help was discussed and it was agreed that there was a requirement to identify a separate budget. AM would report back to the Board following a meeting with Age Concern.

14.Correspondence. None

15.AOB.

AM paper on Board Loans was discussed. This was not a proposal but had been prepared following a request from JR following discussion with other trusts. The Board's previous decision not to enter into Loans under SWAP was noted.

AM asked the Board for permission to attend a delegation of Orkney Community Turbine Projects to visit Iceland. This trip was funded through CES and cost to the Trust would be around £200. It was agreed after discussion.

AM had also been working on developing a partnership with OHAC to distribute meals on wheels. This could be integrated with Here2Help. Some reservations were indicated but all agreed this could be a good project for the Trust. Further discussions with SELBRO had indicated that we could host a

joint operation to take people over to the unit to see what services were available.

AM also said that he had been asked to attend fire-fighting training from 10th Feb for two weeks and asked for permission to attend on unpaid leave. The Board agreed.

Date of Next Meeting: 5th Feb 2014