**Meeting of SCBF 9th December 2020 - Held using Zoom virtual technology**

1. **Apologies**: None
2. **New declarations of interest:** None

**3.** **Directors/Observers:**

**Present:** Chris Bunyan (Chair), Neville Martin, Alistair Laurenson, Robin Black, Aileen Brown, Colin Clark, Kenny Pottinger, Alan Macdonald, John Dally, Jim Anderson, Jamie Macbeath, Angeal Sutherland, Alistair Christie-Henry

**In Attendance:** Wendy Hand (minutes),

**4.** **Minutes of 4th November were approved.** Colin Clark requested that the following be added to the minute of 4th November as he felt this was an important discussion and needed to be recorded. ‘*Colin raised discussion that £10k should be handed over to the community councils and pay clerks for additional work. They should have the allocation to do with as they felt appropriate and retain any underspend and ensure they have a paper trail. A discussion was held and it was agreed that the previous decision will stand’* Amendments and minutes **Proposed** John Dally and **Seconded** Jim Anderson.

**5.** **Matters Arising:** Management Sub-Committee – Audit Group to follow financial audit per rules. Management sub-committee meeting not held. Discussion held regarding what function will be delegated to the management sub-group. Chair asked for offers to consider this, no one came forward to be carried over to next meeting.

**6.** **Chair Report**: No separate report, Items included on the agenda.

**7.** **Draft GDPR Implementation Plan**: Plan circulated before the meeting

 7.1 Key training carried out further training can be provided as needed.

 7.2 ICO – Angela will register

7.3 Angela agreed to carry out role of Data Protection Person, **proposed** by Chris Bunyan, **seconded** by Alistair Christie-Henry

7.4 Data security – Encrypted USB fob to be used with SCBF laptop. Angela to discuss GDRP with Lindsey at SSE regarding community councils.

7.5 Data audit, review of current data, what needs to be keep or disposed of. Asset register to be established.

7.6 It was agreed that contracts and policies need to be established within the next six months and reviewed annually.

7.7 Application form based on SSE GDPR – **Chris** to review.

7.8 Data Sharing Agreement to be considered, for example should a community councillor leak any information. Minute of understanding to be set up between community council and SCBF, to ensure what can be shared and applicants need to be made aware.

7.9 Outline policy for staff and directors to be produced for next meeting – **Angela Sutherland.**

7.10 Breach register and suppression list – **Angela** will set up tomorrow.

7.11 All stages of compliance to be documented.

7.12 Annual review – suggestion that a Data Committee be established.

**8. Administration:**

**Staffing -** VAS were unable to take on the administrator. Job outline, application form, contract, advert and terms of employment have been produced.

Contract and terms of employment can be amended, if any directors wish to raise any concerns or make amendments speak to Alistair Christie-Henry.

Closing date for the position 12 noon Wed 16th December 2020. The position is 21 hours to be reviewed once person in post and work progressing. The job has been advertised in the Shetland Times, Shetland News and VAS Facebook. Shortlisting to be held 16th December with interviews being held 19th/20th December with three people to interview, Alistair Christie-Henry believes a relative may apply so stepped back. It was agreed that Chris Bunyan, Aileen Brown and Angela Sutherland would shortlist and interview, with Neville Martin as reserve. **Chris** will email panel to shortlist on 16th December 2020. Officers will provide induction for staff member.

**Laptop and Software-** Quotes were circulated and discussed, Jim suggested Microsoft Office was now out of date and Microsoft 365 would be better option. Jamie stated that 14” laptop rather small and he would recommend the Lenovo as good quality. Angela also recommended a larger screen for health and safety reasons, maybe a docking station and separate screen if going for 14”. **Jim** will get revised quote with Microsoft 365 and no inkjet printer. It was proposed to use a mobile phone for router, this was agreed to wait until person was in post as provider access varies so much across Shetland.

**Office –** currently have pigeon hole at Market House which will be checked and emailed sent when mail is to be collected.

**9.** **MRI Appeal:** Letter of thanks received.

**10.** **Legal and Accountancy Advice:** nothing to report

**11. Involvement of Young People in SCBF:** Chris Bunyan has been in touch with Martin Summers from SIC Youth Work no reply as yet.

**12. Viking Energy – Nothing to report**

**13. Actions – Decisions Needed:**

**(a) Advance Grant Scheme:**

* Proposed change to two tiers 1 & 2 and taking all admin ‘in-house’ for tier 2 SCBF will check all applications as SCBF need to accept responsibility and liability this would better comply with GDPR. Chris will contact community councils regarding new proposal and changes to tiers.
* Revised guidelines for applicants all agreed these were acceptable.
* Revised guidelines for community councils all agreed these were acceptable.
* Revised application form for Tiers 1 & 2 these would better comply with GDPR. Angela raised issue with black on dark blue doesn’t work on the form when printed, Chris will look to lighter clue and change accordingly. Alistair Chirstie-Henry will go over micro grant documentation to ensure common layout. All forms are based on SSE forms.

Forms should be submitted electronically and virtual signature would be ok. Online applications only proposed. Angela raised the issue of equality issue for micro tier 1 grants. All agreed micro grants could be emailed or posted and tier 2 email only – Alistair Christie-Henry to amend forms.

* Notifying unsuccessful applications (see MoA 6.19) Chris will contact Lindsay for example of unsuccessful letter.
* Appeal if unsuccessful – All agreed no appeal.
* Timetable for launch agreed to wait until person in post before launch. Chris took the decision to change press release to early January rather than 1st January.
* Alistair Christie-Henry question the grant application period/timescales –

**Tier 1** - agreed six weeks for community council to make decision, they can decide on best process for them.

Jamie proposed an increase in tier 1 applications to £1000. Chris explained that tier 1 was originally £250 with agreement sought from SSE to increase to £500 any increase Chris would be concerned about accountability. Angela felt that SSE would have an issue with increasing. Alistair Christie-Henry suggested to start with £500 and review if not working, this way there would be a record as proof to SSE why increase needed. Robin stated that all applications need to meet four points as part of auditing and demonstrate community impact. There needs to be this audit process in place. Gordon didn’t see a problem with £10k but could be more of an issue with larger allocations maybe limit could be increased from 33% to 50% to community councils. Chris advised that SSE usually 25% but SCBF had them agree to 33%, Chris had circulated breakdown of other area funds, how many and the amounts. 33% is in the MoA. Alistair MacDonald proposed to keep at £500 for a year and look at evidence if increase needed then John Dally seconded.

**Tier 2** – Proposed tier 2 quarterly decision all agreed open 1st January to 31st March for first round. Jamie added that they should be independently verified also. Kenny asked how much say do community councils have on tier 2 applications Chris confirmed that admin would check them over for meeting criteria and community council would make the decision whether to support or not. Chris asked Wendy Hand for her take on usual timescales for funding, she advised that most have a deadline for applications and it is irrelevant if you get the application in a month or on the day it will only be reviewed and assessed after the closing date. Jamie queried that with the current proposal they could be waiting for 12 weeks before application looked at, and tier 1 only six weeks from start to finish. Colin suggested reduce to every two months rather than quarterly, with first one 1st January to 28th February 2021, **All agreed.** Robin asked why a timescale was needed, why nota rolling programme and each application was assessed when received by email. Angela was concerned about monthly meetings being taken over with making decisions for community councils. Chris advised that this is for the community councils to decide on a process that works for them. A vote was taken as follows:

1. Bi-monthly application windows with application being checked by admin after closing date and sent to community councils for decision whether to support. Proposed by Angela Sutherland, seconded by Alistair MacDonald – **Votes 5 for**.
2. Rolling programme applications checked by admin once received no opening or closing dates and passed onto community councils for decision whether to support. **Votes 8 for.**

**(b) Website:** Not discussed

**(c) SCBF Logo:** Not discussed

**(d) Implementation of policies/legal requirements:** Not discussed

**14. Other commercial renewable energy Schemes**:

* Statkraft - Awaiting meeting with liaison group
* Peel Energy – Awaiting response from new contact.
* Shetland Aerogenerators – Meeting 10th December

**15. Any other business:**

(a) Date of next meeting – 13th January 2020 – via zoom

**(b) Consider rules needing action:** Not discussed