

SHETLAND COMMUNITY FACILITIES NETWORK NOTES OF MEETING

Wednesday 29th November 2023 (Online – Zoom), 6pm

Present:

Jo Barret	Sandness Community Development Co
Graham Booth	Fetlar Community Association - Fetlar Community Hall & Growing Project
Caroline Breyley	Burravoe Hall
Rosie Doull	Sullom public hall
Ayesha Huda	Voluntary Action Shetland
Amanda Hughes	Burra public hall
Aimee Laibourne	Speldiburn Community Hub (Bressay Development Co)
Chloe Mackie	Burra public hall
Nick Paterson	Development Trusts Association Scotland (DTAS)
George Rodger	Baltasound Hall
Clare Scott	North Staney Hill Community Association (Staney Hill Hall)
Margaret Tulloch	North Roe & Lochend Hall
Alistair Williamson	Hillswick Public Hall SCIO

Apologies:

Sharon Deyell, Skeld Hall

Helena Johnson, Voe Hall

Gemma Leask, Carnegie Hall

Joanne Fraser, SIC Community Involvement & Development

Amanda Reid, Voe Hall

Laura Whittall, Bigton Shop, Bigton Hall, Hymhus

Frances Browne, SIC Community Involvement & Development

1	WELCOME
	Ayesha welcomed attendees to the meeting.
2	PRESENTATION
	<p><u>The DTAS Facilities Management Support Service/ Community Ownership Support Service (COSS)</u>, Nick Paterson, DTAS (Development Trust Association Scotland)</p> <p>This service provides community organisations and development trusts throughout Scotland with support and resources in facilities management (FM), both pre- and post-acquisition of asset ownership and/or management. Nick will also share details about the new Village Halls Handbook, launched in partnership with SCVO on 7th November. The slides from the presentation are attached.</p> <p>You can watch the presentation at this link: <u>Shetland Community Facilities Meeting - 29 November 2023 - DTAS Presentation (youtube.com)</u></p>

	<p>Find out about the new handbook here: Village and community halls handbook</p>
3	<p>GOVERNANCE UPDATE</p>
3.a	<p>CHARITY LAW UPDATE</p> <p>The Charities (Regulation and Administration) (Scotland) Act 2023 received royal assent in August and has now become law. There had been no change since 2005.</p> <p>What does this mean for charities and charity trustees?</p> <p>Three key aims:</p> <ul style="list-style-type: none"> • Promote greater transparency of charities and accountability of trustees. • Enhance OSCR's powers to make inquiries and protect charitable assets or address misconduct. • Ensure that charity law in Scotland is strengthened compared to other nations across the UK. <p>What will change?</p> <ul style="list-style-type: none"> • Trustee Information Held - OSCR will now hold an internal database of trustee contact details. • Publishing more information – OSCR will publish the names of trustees on a public Scottish Charity Register including people who have been barred from being a trustee (NB Charities can apply for exemptions). OSCR will also publish all accounts on the website and they won't be redacted. • More powers for OSCR to investigate trustees and charities (including previous trustees and former charities). • Disqualification of trustees and senior managers and appointing Interim Trustees - The range of offences and situations that result in automatic disqualification of charity trustees will be extended to include offences such as being convicted under bribery or proceeds of crime legislation, association with terrorist groups or sexual offences; the criteria for disqualification will also be extended to apply to those who are in senior management positions within a charity. • Removing defaulting / non responding charities - <p>Implementation of the Act will be in two phases:</p> <ul style="list-style-type: none"> • First commencement order will be in Spring 2024. It will commence all measures in the bill that are relatively straightforward and require little work (e.g. OSCRs extended powers). • The second commencement will be delayed until Summer 2025 and will include: <ul style="list-style-type: none"> ○ publication of charity accounts ○ internal register of charity trustees

	<ul style="list-style-type: none"> ○ public register of trustees and updated criteria for automatic disqualification (e.g. inclusion of high level management).
<p>3.b</p>	<p>CHANGES TO THE OSCR TRUSTEES ANNUAL REPORT (TAR)</p> <p>The new TAR process will affect charities with a Financial Year End after 30 November 2023. The changes aim to help charities improve their governance and as a result smaller charities, in particular, will be asked more questions than before.</p> <ul style="list-style-type: none"> • There will no longer be additional questions for charities over £25,000. All charities will be asked the same questions. • Questions will be tailored depending on answers and the data held by OSCR. • There will be questions relating to governance, specifically where charities can go wrong. • The person completing the annual return will have to understand how the charity operates to be able to answer the governance questions • Once the return is submitted to OSCR, depending on answers, charities may receive a guidance response telling the charity there is a potential issue and the information provided will help to address this issue. <p>The new form will ask all charities questions on organisational awareness and operational details:</p> <ul style="list-style-type: none"> • Total number of Charity Trustees at the year end? • Total number of Paid Staff at the year end? • How many people have volunteered for your charity in the last financial year, excluding your trustees? • Questions will vary depending on the type of accounts submitted (receipts & payments or accrued) and the level of income. • Have there been any changes to their governing document and when was it last reviewed? • There will be more questions the Trustee induction processes and any payments to trustees. • Have there been any notifiable events in the period i.e. when something serious has happened or is happening to the charity, including: <ul style="list-style-type: none"> • fraud or theft • financial loss • abuse of beneficiaries • criminal investigation • lack of trustees for quorum <p>There will be ‘pop ups’ when completing the online form to help guide charity entries and to highlight issues around good governance. For example if the charity says they do not have any trustees then a pop up will describe alternative names for Trustees such as a Management Committee. At the end of the process when the charity has completed their return they may receive a guidance email which will highlight areas of concern, information about the issue, steps to resolve it and signposting to OSCR guidance.</p>

	<p>ADDITIONAL RESOURCES ON THE ROLES AND RESPONSIBILITIES OF TRUSTEES</p> <ul style="list-style-type: none"> • SCVO - ROLES & RESPONSIBILITIES OF TRUSTEES • OSCR GUIDANCE-AND-GOOD-PRACTICE-FOR-CHARITY-TRUSTEES
3.c	<p>REGISTER OF PERSONS WITH CONTROLLED INTEREST IN LAND (RCI)</p> <p>The Keeper of the Registers of Scotland (RoS) is responsible for establishing and maintaining the Register of Controlled Interests in Land (RCI). It was launched on 1st April 2022.</p> <p>What information will be registered in the RCI? The RCI will contain information about people who can influence or control owners and tenants of the property. It is the duty of the “Recorded Person” to notify the register of such persons.</p> <p>Who is a Recorded Person? Any person or entity that is registered in the Land Register of Scotland (or the Sasines Register which is the land register dating back to the 1600s but is being replaced by the Land Register) as an owner or tenant of the property is referred to as a “Recorded Person”.</p> <p>Why was it created? In trying to find out information about land, it may not be clear who makes the decisions about land and property. The land register and the sasines register may not show this information. This can make contacting the correct people difficult.</p> <p>Why is it needed? If you wanted to contact an owner or tenant about a piece of land, you can try to find this information from the Land Register or Sasines Register. These registers hold details of the owner or tenant of the land but not details of who can significantly influence or control their decisions about that land.</p> <p>What do I need to do? Check if you need to register, the Registers of Scotland have a self-assessment tool to help you with this.</p> <p>If your organisation is a registered Company or a Scottish Charitable Incorporated Organisation (SCIO) – you will be exempt because land and property will be in the name of the Company or SCIO, but, you might still be regarded as an associate so do check the RoS guidance on whether you need to apply.</p> <p>Who is an Associate? An associate is someone who exercises significant influence or control over a Recorded Person’s ability to make decisions in relation to land they own or tenant.</p>

	<p>If you are an unincorporated association or a trust then you may need to put the names of your trustees onto the register and you will need to update this when they change.</p> <p>What if we don't register? You must make a submission (if you need to) by 1st April 2024. If you don't register your controlled interest in land or property, or provide false or misleading information, it is a criminal offence and you could face a fine of up to £5,000.</p> <p>The RoS are running regular webinars to help you with this, you can access previously recorded webinars or book onto a future RCI webinar on their website.</p> <p>Scottish Parliament have approved an extension of the submission deadline from 1 April 2023 to 1 April 2024.</p> <p>Find out more:</p> <ul style="list-style-type: none"> • Register of Persons Holding a Controlled Interest in Land - Registers of Scotland (ros.gov.uk) • Register of Persons with a Controlled Interest in Land - SCVO
4	HEALTH & SAFETY UPDATE
	<p>The Terrorism (Protection of Premises) Draft Bill also known as Martyn's Law will be introduced to the UK Parliament this session.</p> <p>Martyn's Law aims to improve the safety and security of public venues and keep the British public safe from terrorism. It will enhance public safety by ensuring there is better preparedness for, and protection from, terrorist attacks. It will mandate who is responsible for considering the risk from terrorism and how they would respond to a terrorist attack at certain premises and events. So an additional consideration for your risk assessments. The Bill will raise the security standard throughout the UK requiring a base level of security procedures to be in place at premises and events.</p> <p>Ahead of introduction to Parliament, the government intends to launch a public consultation on the standard tier ensuring the Bill strikes the right balance between public protection and avoiding undue burdens on smaller premises, such as village halls and other community venues.</p> <p>It currently applies to:</p> <ul style="list-style-type: none"> • Premises and events which are accessible to the public. • Premises must be used for a purpose listed in the Bill (e.g. entertainment and leisure, retail, food and drink). • Premises which have a capacity of 100 or more individuals. • Premises may be a building or outdoor locations which have a readily identifiable physical boundary and access by express permission.

	<ul style="list-style-type: none"> Provision is made in the Bill for temporary events such as festivals that have express permission to enter and a capacity of 800 or more individuals. <p>Find out more:</p> <ul style="list-style-type: none"> Martyn's Law Factsheet - Home Office in the media (blog.gov.uk) Martyn's Law ProtectUK
5	FUNDING UPDATE
5.a	<p>BUSINESS ENERGY SCOTLAND: SME LOAN SCHEME</p> <p>Cashback grants of £20,000 and interest free loans up to £100,000 are available to charities, community organisations and social enterprises to install energy efficient systems, equipment or to upgrade building fabric such as energy efficient lighting. Free assessments are available.</p>
5.b	<p>CARES LET'S DO NET ZERO COMMUNITY BUILDINGS FUND</p> <p>Funding is now available from the Scottish Government's Community and Renewable Energy Scheme (CARES). The fund aims to support community organisations to reduce their building energy costs and carbon emissions. The Let's Do Net Zero Community Buildings Fund is open now and is planned to run until the end of March 2025, subject to funding availability. Funding is available for many types of community building, including: community cafes, community hubs, faith buildings, public halls, community halls and centres. Grant funding is available for up to 80% of eligible costs up to a maximum of £80,000. New guidance now available.</p>
5.c	<p>NATIONAL CENTRE FOR RESILIENCE (NCR): THE THIRD SECTOR, COMMUNITY AND PRACTICE FUND</p> <p>BUILDING RESILIENCE TO NATURAL HAZARDS THROUGH LOCAL COMMUNITY AND PLACE-BASED APPROACHES</p> <p>Grant Amount: Up to £15,000 Application Deadline: 31st January 2024</p> <p>This funding call seeks to support 12-month projects that prioritize the adoption and implementation of local community and place-based approaches to build resilience. Projects should demonstrate a deep understanding of local issues, interconnections, and relationships within their specific setting while focusing on coordinating action and investment to improve the quality of life for their community. Additionally, projects should serve as frameworks for knowledge sharing and collaboration with other communities across Scotland facing similar challenges.</p> <p>Full grant details, guidance and application form can be found here: https://www.gla.ac.uk/research/az/ncr/howtoworkwithus/#applyforfunding</p>
6	TRAINING UPDATE
6.a	SHETLAND COMMUNITY CLIMATE CHAMPIONS TRAINING

	<p>Voluntary Action Shetland is delighted to offer a FULLY FUNDED OPPORTUNITY for learners to complete the Royal Scottish Geographical Society (RSGS) Climate Solutions Professional Course. This training opportunity is made possible by a grant from the Shetland Local Action Group (Shetland Community Local Led Development Fund) and Scottish Government</p> <p>The RSGS Climate Solutions course offers a straightforward way to gain significant understanding of climate change and its relevance to home, work and community life. It will explain a range of solutions, and the associated opportunities and challenges, so that participants can consider how to respond appropriately. The course consists of:</p> <ul style="list-style-type: none"> • Four online modules • Two online workshops (three hours each) <p>You will be given access to the online modules for three months and you can complete each module at your own pace during that time (previous Shetland learners took between four to six hours to complete each module).</p> <p>At the workshops you'll meet other learners from Shetland and start to build valuable links and contacts to help address climate change locally. In the final workshop, you will start to develop a Climate Action Plan for you or your organisation. There will also be the opportunity to discuss any sector-specific issues or delve deeper into some of the topics. After the course we hope you will join the Shetland Community Climate Action Network. The Network is a great place to share learning and best practice, and to work collaboratively on addressing climate change in Shetland.</p> <p>To sign up for the course please contact Ayesha.huda@shetland.org</p>
<p>6.b</p>	<p>REHIS Food Hygiene - Elementary Food Hygiene:</p> <p>Is there a demand for Elementary Food Hygiene courses?</p> <p>Donna Maver from DM Training can provide three options:</p> <ul style="list-style-type: none"> • Option 1: an E-Learning course where candidate receives online access to the course, upon completion they have to do the exam which is multiple choice and we can do this via teams. • Option 2 – Training via Teams • Option 3 – Training in person on Shetland in Feb/March 2024. The teams and classroom in person courses usually run from 9.30-4pm. <p>If you are interested in the training provided by Donna, please contact Ayesha.huda@shetland.org and confirm which option you are interested in.</p>
<p>6.c</p>	<p>Licence Holder Training – 5 year refresher training</p> <p>DM Training will be in Shetland to deliver the REHIS Licence Holder Training in 2024:</p>

	<ul style="list-style-type: none"> • REHIS Scottish Personal Licence Holder Refresher – Shetland, 17 January 2024 • REHIS Scottish Personal Licence Holder Refresher – Shetland, 8 Feb 2024 • REHIS Scottish Personal Licence Holder – Shetland, 9 Feb 2024 <p>Please contact donna@dmtraining.org for more information on these courses.</p> <p>It was noted that Celia at Blyde Welcome also provides a range of hospitality training including Licence Holder and Food Hygiene. More information here: Blyde Welcome</p>
7	AOB
	No items were discussed.