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Our Ref: EM/TA48

Date: 11 December 2015

Dear Sir/Madam

You are invited to the following:

Shetland Charitable Trust
Room 10, Islesburgh Community Centre, Lerwick
Thursday 17 December 2015 at 10.00 am

Apologies for absence should be notified to Anne Cogle on 01595 744554.

Yours faithfully

(signed) Dr Ann Black

Chief Executive

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest - Trustees are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Trustee making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

For Decision

- 1. Approval of disbursements. Report enclosed.

REPORT

To: Shetland Charitable Trust

Date: 17 December 2015

From: Chief Executive

Report: CT1512084

Approval of Disbursements

1. Introduction

1.1 The purpose of this report is to seek Trustee approval of recommended disbursements for the year to 31 March 2017.

2. Background

2.1 The Trust currently disburses the majority of its funding through the revenue grant scheme and the Support to the Rural Care Model scheme.

2.2 The Trust also operates a number of small grant schemes under which organisations and individuals can apply for funding.

2.3 The Trust agreed to a three year funding package to these organisations in 2012/13 which ended on 31 March 2015.

2.4 Whilst the disbursement review was completed interim funding of one year was awarded for the year to 31 March 2016.

2.5 The disbursement review has now been completed and it was agreed to enter into a 4 year funding period which ends at 31 March 2020. Over this period the funding of some organisation will be reduced, including to nil in some cases.

3. Recommended Budget

3.1 The budget report CT1512073, approved on 10 December 2015, set out the maximum budget for disbursements of £8,401,050. This report seeks approval for the following schemes:

	2016/17 Budget	2015/16 Budget
Revenue Grants	5,991,772	4,971,151
Planned Maintenance Programme	-	1,243,680
Local Charitable Organisations	14,000	14,000
Community Support Grants	-	54,241
Arts Grant Scheme	30,000	35,000
Senior Citizens Clubs	15,000	15,000
Bus Service for Elderly and Disabled Persons	48,106	49,980
Total Disbursements	6,098,878	8,790,552

4 Revenue Grants - £5,991,772

- 4.1 The revenue grant budget has increased in the year due to the closure of the Planned Maintenance Programme with the funding transferred to the revenue grant budget. All the bids in this section have been supported by the Trust's Service Co-ordinators. Full details of the service targets for each organisation have been included in Appendix 1.
- 4.1.1 **Shetland Amenity Trust (SAT)** – funding of **£1,281,159** is recommended. The grant provides core and project funding to support the organisational and staffing costs of SAT. External funding is levered in where possible especially for capital projects. SAT seeks to deliver an effective holistic service which enhances all aspects of Shetland's cultural and natural heritage. The service supports, encourages and facilitates the sound management and sustainable development of Shetland's natural and cultural resources.
- 4.1.2 **Shetland Arts Development Agency (SADA)** – funding of **£694,878** is recommended. The grant goes towards meeting some of the core and project costs of promoting, developing and delivering activities in the fields of dance, drama, theatre, film, literature, music, crafts and visual arts with a view to the advancement of arts and culture and improving the quality of life for the inhabitants of Shetland. External funding is levered in where possible.
- 4.1.3 **Shetland Recreational Trust (SRT)** – funding of **£3,303,363** is recommended. The grant assists with the cost of providing leisure and sports facilities at locations throughout Shetland. The facilities are seen as places where communities meet, socialise and play, as well as an attraction for tourists in Shetland's unpredictable climate.
- 4.1.4 **Disability Shetland (Recreation Club & Social Activities)** – funding of **£12,641** is recommended. The grant supports the running costs of the Adult Recreation club and also contributes to the costs of delivering the Social Club and Yoga Club activities at Islesburgh.
- 4.1.5 **The Swan Trust** – funding of **£55,738** is recommended. The grant assists with the cost of keeping the restored Swan available for use as an approved sail training vessel. Young people are encouraged to sail on the Swan, to appreciate Shetland's fishing history and experience wildlife and culture.
- 4.1.6 **Shetland Churches Council Trust** – funding of **£40,503** is recommended. The grant is used to provide financial support to churches for maintaining and improving the fabric of the church buildings. Part of the grant (10% max.) is also used to support Christian community events and training.

- 4.1.7 **Shetland Befriending Scheme** – funding of **£54,418** is recommended. The scheme provides young people with an opportunity to form a trusting relationship with an adult, to promote the young person's welfare and personal development. The grant covers salary costs and volunteers' expenses.
- 4.1.8 **Citizens Advice Bureau (CAB)** – funding of **£132,265** is recommended. The grant is used towards the core costs of providing a general information and advice service.
- 4.1.9 **Voluntary Action Shetland** – funding of **£144,361** is recommended. The grant funds some of the core costs of providing a central point for advice and information to the voluntary sector in Shetland.
- 4.1.10 **Shetland Folk Festival** – funding of **£13,500** is recommended. The grant is used to assist with the core costs of organising the annual Folk Festival including artist's fees, transport and venue costs.
- 4.1.11 **Shetland Accordion and Fiddle Festival** – funding of **£9,000** is recommended. The grant is used to assist with travel expenses for visiting musicians performing at the annual Accordion and Fiddle Festival.
- 4.1.12 **Royal Voluntary Service** – funding of **£46,985** is recommended. The grant funds much of the core costs of providing a range of community projects for elderly and disabled people in Shetland.
- 4.1.13 **COPE Ltd** –funding of **£154,967** is recommended. The grant funds some of the core costs of the organisation to allow it to provide focused placements, training, support and employment opportunities to adults with learning and/or physical disabilities.
- 4.1.14 **Shetland Link Up** –funding of **£47,994** is recommended. The grant funds the core costs of the organisation enabling it to provide an informal meeting place to support people who are affected by mental health problems.

5 Planned Maintenance Programme

- 5.1 At their meeting on 29 May 2015 Trustees approved the recommendation of report CT1505034 which closed the Planned Maintenance Programme with the funding transferred to the Revenue Grant Scheme.

6 Other Schemes

- 6.1 **Local Charitable Organisations** - funding of **£14,000** is recommended. This budget supports small voluntary organisations

that provide care and/or welfare services and activities in the community.

- 6.2 **Arts Grant Scheme** – funding of **£30,000** is recommended, which has been included in the overall budget. This budget is designed to assist and support individuals aged under 18 and/or community groups who are working with those aged under 18, or carrying out projects that are for the benefit of people aged under 18 with a wide range of arts genres, development projects and activities.
- 6.3 **Senior Citizens Clubs** – funding of **£15,000** is recommended. This budget supports senior citizens clubs with a programme of activities.
- 6.4 **Bus Services for Elderly and Disabled Persons** – funding of **£48,106** is recommended. This scheme supports the cost of daily transport services in Lerwick, to/ from clients' homes and/ or various social work establishments for elderly and disabled persons.

7 Draw Down of Funding

- 7.1 Trustees are required to formally agree the “draw down” (ie paying the grant) of funding to each of the organisations, which have successfully applied for funding from the Shetland Charitable Trust. Rather than considering each application separately, Trustees are asked to approve drawing down funding for all the organisations as listed above. The costs and level of service (Appendix 1) have been agreed as part of the budgeting process through the application process. This enables payment (usually 50% of the total grant) to be made to the organisations on, or as soon as possible after, 1 April 2016.

8. Financial Implications

- 9.1 The total cost to the Trust of the recommended funding will be £6,098,878.

9. Recommendations

- 9.1 It is recommended that the Trustees:
 - (a) Approve the grant budgets above.
 - (b) approve the draw down of the approved grant budgets in 4.1 to 6.4, including the preparation of the Grant Offer Letters, which set out simple statements of the services and standards expected to be received for the grants awarded.

Reference: AB/KE/DA1
Date: 11 December 2015

Report Number: CT1512084

Shetland Amenity Trust

Purpose

To provide core funding to support the organisational and staffing costs, to support the diverse range of services and enable the Trust to lever in additional funding.

Shetland Amenity Trust will continue to deliver an effective, holistic service which embraces all aspects of Shetland's cultural and natural heritage. The service supports, encourages and facilitates the sound management and sustainable development of Shetland's natural and cultural resources and facilitate access, both intellectual and physical, thereto for all.

Key Targets 2016-17

SAT provided targets with their application however it was felt by the service co-ordinator that these were not outcome focussed. We are currently in discussions with SAT to update their targets and they are due to be received by 21 December 2015.

Shetland Arts Development Agency

Purpose

We will build on ten year of quality arts programming to provide opportunities for people of all ages to access enjoyable creative experiences as participants and as audience, across a wide range of art forms. We will continue to focus on our 6 priority areas of activity:

1. Youth Arts
 2. Education and Learning
 3. Arts and Wellbeing
 4. Development and Support
 5. Programme, Commissioning and Curation
 6. Production and Broadcast
-

Key Targets 2016-17

Footfall – 200,000

Concerts/screenings/exhibition days – 3,000

Audience attendances – 160,000

Development sessions – 1,300

Percentage of participants who agree or strongly agree that the development session had a positive impact – 73%

Participations – 9,000

Partners engaged – 90

Arts development activity reports relating to the 6 priority areas

Case studies detailing an event or activity relating to the 6 priority areas - 8

Shetland Recreational Trust

Purpose

To provide a wide range of leisure and sport activities and facilities at 8 locations throughout Shetland.

The facilities are professionally operated, well maintained to a high standard with appropriate opening hours.

The facilities are seen as places for whole communities to meet, socialise and play.

They are a major attraction for local residents and an important factor in attracting tourists.

Key Targets 2016-17

Continue to manage and operate 8 leisure facilities across Shetland, whilst maintaining the minimum number of opening hours for each facility at:

Annual Target Opening Hours:

Clickimin Leisure Complex	4,900
Unst Leisure Centre	3,500
Yell Leisure Centre	3,500
North Mainland Leisure Centre	3,640
Whalsay Leisure Centre	3,255
South Mainland Pool	2,450
Scalloway Pool	2,625
West Mainland Leisure Centre	3,380

Annual Target Admissions

Clickimin Leisure Complex	380,000
Unst Leisure Centre	29,000
Yell Leisure Centre	38,500
North Mainland Leisure Centre	50,000
Whalsay Leisure Centre	44,000
South Mainland Pool	31,000
Scalloway Pool	33,000
West Mainland Leisure Centre	44,000

Maintain an average of 400 SRT and rural subscription members.

Maintain an average of 470 corporate subscription members.

Achieve attendances of 26,000 through swimming classes and courses.

Achieve attendances of 25,000 in sport and exercise classes.

Achieve attendances of 1,470 at health specific promoting classes

Undertake an annual survey to assess customer satisfaction rates with the services and facilities being provided by SRT

Continue to provide Senior Leisure Clubs for older adults at West Mainland, Clickimin, Unst, Whalsay and Yell.

Maintain attendance figure of 3,200 for Senior Leisure Clubs.

Work in partnership with local event organisers to deliver a minimum of 6 large scale community events at Clickimin for the people of Shetland.

Ensure that a consistent charging policy is implemented across all facilities, including standard and concessionary charges for those below 18 years of age, people with a disability and older adults (60+).

Provide 8 case studies which highlight the positive impact of SRT services on the lives of service users.

Disability Shetland

Purpose

To support the running costs of the Adult Recreation Club, including hiring venues, transport, volunteer expenses and training.

To contribute to the costs of delivering the Social Club and Yoga Club.

Key Targets 2016-17

Dry Sports – 37 sessions

Bowls Competitions – 1 per year

Swimming – 9 sessions

Swimming Gala – 1 per year

Yoga – 20 sessions

Wednesday Social Club – 48 sessions

Arts and crafts club – 12 sessions

Case studies – 2 per year

Targets currently under review and may be subject to change

The Swan Trust

Purpose

To make the Swan available for viewing, restored in good working order and registered as an approved sail-training vessel.

To encourage young people to sail on the Swan, to appreciate Shetland's sailing and fishing history and experience our wildlife and culture.

Key Targets 2016-17

Increased awareness of marine environment and heritage:

Shetland schools – 10 schools, 300 pupils

Additional Support Needs groups – 2 groups

Youth groups – 2 groups, 60 young people

Adult groups – 50 adults

Update reports submitted on sail training activities and boat maintenance duties

Shetland Churches Council Trust

Purpose

To Maintain church buildings and support community events along with support for training and education.

Key Targets 2016-17

Appropriate management of trust affairs

To hold regular meetings of Trustees, around 6 per year, to consider Grant applications and to receive reports from Trust representatives on various groups that the trust is involved in.

Maintenance and enhancement of church buildings

To continue to assist Christian congregations with the upkeep and repair of their buildings, particularly where they have a wider architectural or community benefit, in order to ensure that these buildings can continue to provide satisfactory places of worship.

To facilitate the provision of access to church buildings and to the activities taking place therein, for those who have disabilities or other physical impairments

To ensure, where reasonably practical, that entrances are not a barrier to wheelchair bound users and that other impairments such as deafness, are mitigated by provision of loop systems.

To provide the opportunity for people in Shetland to gain a knowledge and understanding of Scripture

Support the organisation of a week of teaching on the bible.

To facilitate congregations of differing denominations to come together and provide an opportunity for all people in Shetland to join with the whole church in worship

To work together to co-ordinate and facilitate services and events.

To encourage members of congregations to be trained to carry out their functions despite the high cost of travel to mainland training

Provide travel grants to defray some of the costs of travel from Shetland, so as to "level the playing field" as compared to similar people in mainland churches.

To provide Christian representation on secular organisations and to be "salt" in the community

Sit on committees and bodies dealing with issues such as drugs and alcohol and Emergency Planning Forum.

Shetland Befriending Scheme

Purpose

Offering vulnerable young people the opportunity to form a trusting relationship with an adult to promote his/her personal development.

Key Targets 2016-17

To continue to provide a high quality Befriending Service to Children and Young People Shetland wide. Up to 25 young people per annum will receive a service.

To continue to support, monitor and review matches occurring on a regular basis to ensure the befriending is benefiting the young person. 75% of young people receiving a service will achieve a positive outcome.

To continue to actively promote the service to the Shetland Community and engage in recruitment drives to seek new volunteers.

To recruit up to 8 new volunteers in the next financial year to offer the befriending service to young people.

To have up to 8 newly trained volunteers ready to be matched to a young person.

To offer a minimum of 6 group activity days for volunteers and their young person to participate in.

Shetland Islands Citizens Advice Bureau

Purpose

Providing an independent advice and information service to:

1. Ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the services available to them, or through an inability to express their need effectively and
2. To exercise a responsible influence on the development of social policies and services, both locally and nationally.

Key Targets 2016-17

Currently being updated in order to make the targets outcome focussed.

COPE Limited

Purpose

To provide focused placements, training, support and employment opportunities to adults with learning or physical disabilities

Key Targets 2016-17

Evidence of skill progression of employees & participants with disabilities including ASDAN awards

To maintain a sustainable business with a clear vision, values and brand

- To maximise efficiencies within all COPE business units to further increase sustainability.
- To build upon the re-branding of the organisation to ensure a strong organisational brand is in place that clearly reflects the aims and objectives of COPE Ltd mission statement.
- Implement a focused Governance Review to strengthen COPE Ltd's governance and management.
- To increase traded turnover both nationally and internationally with the Shetland Soap Company and Orkney Soap. To increase markets within the tourist groups to both islands and secure ongoing commercial contracts.

To work in partnerships with our funders and peers to ensure best outcomes for people with disabilities.

- To continue to develop robust Service Level Agreements with funding bodies that reflects the aims of the service and how it can work together with funding bodies to achieve accountability and evidence outcomes.
- To maintain existing services and where possible initiate growth through joint working opportunities with other voluntary organisations and stakeholders within the islands.

To achieve organisational excellence

- To gain PQASSO registration – a national accreditation scheme for the third sector that will provide recognised outcome based frameworks and formal review procedures for its participants.
- To redevelop the premises – a new purpose built hub with office, kitchen, cafe and shop facilities at their current location to help create new business opportunities.

To become a learning organisation

- To invest in workforce and leadership development.
 - To continue and develop the ASDAN Workright scheme to provide formal employment skills qualification that will enhance staff and participants' training and development.
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Shetland Link Up

Purpose

Providing support to people who are affected by mental health problems

Key Targets 2016-17

Attendances at Shetland Link Up drop in – 1,000

Total client contacts – 1,500

Support up to 36 clients per annum

Number of volunteers – 2

Total volunteer hours – 200

Client satisfaction – 75%

Targets currently under review and may be subject to change

Voluntary Action Shetland

Purpose

To provide a central point for the voluntary sector, providing office space, storage, administrative support, sign-posting, advice and information to the voluntary sector in Shetland.

Key Targets 2016-17

Third Sector Organisations feel better connected and are able to influence and contribute to public policy

Third sector is represented and recognised as a full partner on Shetland Partnership Board and forums and influences outcomes and contribute to the development of the SOA.

The third sector contribute to development of policy, including, localities model of service delivery, joint integration of health, early years collaborative and GIRFEC etc

Third Sector Forum – 4 meetings a year giving third sector opportunity to engage with partner agencies.

Complete review of Shetland Compact.

Representing the third sector on strategic forums and partnerships both locally and nationally.

Ensuring the third sector organisations, are given the opportunity to respond to relevant consultations both at local and national level with various levels of support as required.

Ensure that third sector issues are raised and supported through the community planning process, therefore raising the benefit of the third sector in Shetland.

Working closely with partners at operational level to ensure best use of resources, knowledge, and giving appropriate support and advice.

Third sector organisations are well managed and deliver quality services

Support third sector organisations to establish and maintain legal structures i.e. voluntary association, SCIO, CIC etc. 220 organisations receive information and support.

Ensuring the wealth of expertise and knowledge in the staff team is effectively used to provide support service with ongoing staff development and opportunities for updating knowledge and practice – 20 organisations receive 1:1 support

Provide regular communication to third sector organisations – 20 newsletters and 30 e-bulletins.

Deliver training courses as identified from partners – 15 planned workshops

Support third sector organisations with changes in legislation.

Ensure organisation information on the MILO national platform is up to date – 522 organisations data is up to date.

Provide Independent Examination of accounts – 80 organisations assisted to OSCR compliant standard.

Provide an accounting and payroll service – 18 organisations

Supporting third sector organisations to access funding opportunities from within Shetland, and from National and European sources.

Maintaining and strengthening links with funders to enable updates and deadlines to be communicated to the third sector in a timely manner.

Using and promoting the national standards for community engagement to communicate with the third sector using a variety of media, to meet their needs, offer support and advice.

Providing premises as a recognised 'Hub' for developing and supporting third sector organisations – 19 organisations.

Social Enterprise Develops and Grows

Linking with national learning opportunities for both staff and members of Social Enterprises through Social Enterprise Academy Leadership Programmes and HIE working together where possible to have a shared understanding and resources.

Social Enterprise Network facilitates peer support to identify their needs, share good practice and knowledge. Partnership work with HIE and development in communities of need to support and develop enterprising communities.

Network with private employers to create value and understanding. Contribute to annual employer's event in Market House.

Information circulated through VISIP on items of interest such as Rural Direct and Social Enterprise Academy.

Linking with national learning opportunities for both staff and members of social enterprises such as various.

Ensuring a representative from the social enterprise network has a place on relevant strategic partnership.

VAS with partners work together to promote and encourage enterprising behaviour in the Shetland community.

More people have increased opportunity and enthusiasm to Volunteer

People interested in volunteering receive appropriate responses and support information – 1,500 responses to enquiries.

Provide access to volunteering opportunities – 100% of volunteering opportunities are promoted online.

110 local opportunities registered on MILO and promoted locally and nationally.

Young people receive recognition for volunteering through Saltire – all High Schools visited – 50 groups given support with Saltire. 160 – young people receive a Saltire Award.

Shetland Youth Volunteering Awards – Promotion and launch through schools, youth clubs and other volunteering involving organisations. Award ceremony partnership with VAS, BP and Shetland Rotary Club.

Support organisations providing best practice guidance on governance, policies and management.

Meeting with employers across all sectors to encourage, develop and support volunteer opportunities.

Assessing potential volunteers and matching accordingly with volunteering opportunities. Ensuring both the needs of the organisation and volunteer are being met.

Working with employers to develop and offer employee assisted volunteering programmes.

Deliver Peer Education Programme – 21 workshops in schools, 205 students reached, 6 in youth clubs, on issues such as drugs awareness, mental health, alcohol and sexual health. Total reach 430 young people, raised awareness and guidance provided.

Providing a varied training programme for volunteers, to enable them to be effective volunteers and use the transferable skills gained in other areas of life.

Shetland Accordion and Fiddle Club

Purpose

To provide opportunities for the performance of accordion and fiddle music at a festival. To provide the opportunity for visiting musicians to meet and play with local musicians thereby imparting knowledge and styles to each other. To provide an opportunity for young Shetland musicians to broaden their horizons and perform to large audiences.

Key Targets 2016-17

29th Shetland Accordion and Fiddle Festival, 6-10 October 2016 (To maintain and build on the very high standard achieved in previous years.)

To encourage as wide a range of traditional music as possible. (To bring musicians from Scandinavia, Scotland, England and Ireland to the festival).

To increase Club membership numbers. (Over 450 memberships)

To increase audience numbers at the venues. (Approximately 2,200)

To increase the number of club members from outside Shetland thus boosting off season tourism. (Approximately 140)

To maintain revenue from tickets, raffle and memberships. (Over £30,000)

Shetland Folk Festival Society

Purpose

To assist with the costs of providing artists to perform at the 35th Shetland Folk Festival and to help cover the costs of providing transport and venues.

Key Targets 2016-17

Festival club – A central meeting place for members and artistes. Open to members who just wish to listen and participate alongside visiting artistes.

1 “open to all” concert on Thursday lunchtime

5 workshops including Shetland Dancing

1 dedicated youth concert featuring Shetland’s up and coming talent

Session opportunities and 7 informal concerts through the Late Night gigs.

The whole community having access to concerts by programming events throughout Shetland

Approx 22 ticketed concerts held throughout Shetland attended by 5,000 plus

The provision of an outreach concert in an outlying community

At least one outreach concert held in either Unst, Yell, Fetlar, Skerries, Whalsay or Fair Isle. Up to 100 in attendance.

Additional Support Needs Concert

A free and private concert for adults and children with additional support needs. Up to 100 in attendance.

Eric Gray Resource Centre Musical Session

A free session with up to 50 service users in attendance.

Playgroup Concert

A free playgroup concert organised in partnership with the Association of Shetland Playgroups. Over 300 in attendance.

School Visit

At least 1 visit to a primary school for exchange of music and culture.

Educational/Youth Event

1 Youth Event or Project – featuring young musicians from throughout Shetland.

Royal Voluntary Service

Purpose

To enable older people to get more out of life by delivering practical support and a range of community based services tailored to individual need.

Key Targets 2016-17

More older people will receive support from RVS

Achieve a 5% increase in the number of registered service users across all services with a baseline of 266.

Service user interactions across all services will increase

Achieve a 5% increase in the number of service user interactions with a baseline of 7,348.

Service user interactions for Good Neighbours and Befriending service will increase

Achieve a 5% increase in the number of service user interactions for Good Neighbours and Befriending with a baseline of 478.

Number of passenger journeys will increase

Achieve a 5% increase growth in the number, based on a baseline figure of 1,320.

More older people will be supported to attend clubs

Continue 2 established lunch clubs – Cunningsburgh & Quarff and Islesburgh.

Increase attendance on a baseline figure of 26 for Cunningsburgh & Quarff and a baseline figure of 24 for Islesburgh.

Increase the range of activities offered. This includes:

- The provision of an escort for the SCT funded bus service to the Islesburgh club;
- To continue offering a range of activities, developing the social aspects of the Islesburgh club, on a minimum of two days per week.

Continue 6 social clubs – Brae, Burra, Sandwick, Walls, Whalsay and Northmavine.

More volunteers will be registered to deliver support to older people

Achieve a 5% increase on current number of 70.

More volunteer hours will be delivered

Achieve a 5% increase in hours delivered by RVS on a baseline figure of 2,202.

Older people will report feelings of improved community connections and reduced isolation

Undertake 2 service user surveys and produce the report to SCT.

Produce quarterly case studies.
