

General Manager: Ann Black  
Financial Controller: Jeff Goddard

David Robb Esq  
Chief Executive  
The Office of the Scottish Charity Regulator  
2nd Floor  
Quadrant House  
9 Riverside Drive  
Dundee  
DD1 4NY

22-24 North Road  
Lerwick  
Shetland  
ZE1 0NQ

Telephone: 01595 744994  
Fax: 01595 744999  
mail@shetlandcharitabletrust.co.uk  
www.shetlandcharitabletrust.co.uk

If calling please ask for:  
Dr Ann Black  
Direct Dial: 01595 744990

Our Ref: SM/TA38  
Your Ref:

Date: 20 December 2011

Dear Mr Robb

**Shetland Charitable Trust (Charity Number SC027025)**

I refer to your letter of 24th November 2011 and to my response of 8th December giving the initial undertaking required by you.

With reference to action 3 required in your letter, I can now advise you that at a meeting of the Shetland Charitable Trust held on Thursday 15th December 2011, the Trust approved recommendations 5.1 and 5.2 contained within the paper "Future Governance Arrangements of Shetland Charitable Trust" of which you already have a copy with the Agenda for that meeting.

This approval of the recommendations is subject to two amendments:-

- 1 Paragraph 5.1.1(e) was not approved, the Trustees taking the view that the appointment of Chair and Vice Chair should be one for the Trustees from time to time with a view to selecting the best qualified person for these posts; and
- 2 Paragraph 5.1.1(i) was amended by making this a requirement to attend a minimum of 50% of meetings in person at the place where the meeting is being held. By way of explanation, this amendment was made in the light of a likely move to allow video conferencing or telephone attendance at meetings in future.

The terms of those two decisions by the Trustees set out the steps that will be taken to implement the required changes to the charity's constitution.

As requested by you, the steps necessary to implement these changes are set out in the attached timetable.

Elements of that timetable are necessarily provisional because of the requirements of law and regulations as to the timescale for consideration of reorganisation schemes, and decision making, by OSCR. If you are able to give any indication of more precise timescales then the Trust will be able to introduce firmer dates into the timetable.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bill Manson". The signature is written in a cursive style with a large initial "B".

Bill Manson  
Chairman

Enc.

### Timeline for Governance Changes

| Event  | Projected Delivery date           | Action by                        | Date Delivered |
|--|-----------------------------------|----------------------------------|----------------|
| Changes approved by Trustees   | 15 December 2011                  | Trustees                         |                |
| Lodge timetable with OSCR  | 22 December 2011                  | Chair/General Manager            |                |
| Timetable approved   | 13 January 2012                   | OSCR/Chair/General Manager       |                |
| Draft application for re-organisation scheme and draft newspaper notice  | 13 January 2012                   | Turcan Connell                   |                |
| Finalise and lodge application including newspaper notice with OSCR  | 27 January 2012                   | General Manager / Turcan Connell |                |
| Acknowledgement of Application   | 10 February 2012                  | OSCR                             |                |
| Draft notice for OSCR website  | Unknown 24 February 2012          | OSCR                             |                |
| Publish notice on OSCR website   | 2 March 2012                      | OSCR                             |                |
| Publish notice in newspaper and on SCT's website   | 16 March 2012 <sup>i</sup>        | GM                               |                |
| End of Period of Notice (at least 28 days at most 42 days);  | 13 April 2012 <sup>ii</sup>       |                                  |                |
| End of period of objection (14 days)   | 27 April 2012                     |                                  |                |
| Invite new Councillor trustees to accept office under the existing Trust Deed, with existing two ex officio Trustees | May 2012                          | General Manager                  |                |
| Decision (up to 6 months thereafter)   | 27th October, 2012 <sup>iii</sup> | OSCR                             |                |
| Copy of decision to SCT  | 1 November 2012                   | OSCR                             |                |
| Adopt revised Trust Deed / Deed of Conveyance  | 15 November 2012                  | Trustees                         |                |

| Selection Process to run concurrently with OSCR process   |   |                               |  |
|---|---|-------------------------------|--|
| Provisionally engage a suitable specialist firm to administer the initial phase of the selection process to start work immediately after OSCR decision <ul style="list-style-type: none"> <li>• Draw up requirements</li> <li>• Advertise for expressions of interest</li> <li>• Evaluate responses</li> <li>•</li> </ul> | 2nd March – 3rd May 2012  | General Manager               |  |
| Appoint firm<br>In consultation with firm above: <ul style="list-style-type: none"> <li>• Compile person specification and role description, based on the Trust's Objects and key objectives</li> <li>•</li> </ul>  | 30th July 2012  | General Manager / Consultants |  |
| Appoint Selection committee <ul style="list-style-type: none"> <li>• Approach suitable candidate for chair</li> <li>• Agree two trustees to sit on the panel</li> </ul>   | 30th August 2012 (dependent on timing of receipt of OSCR's approval of Reorganisation Scheme) | General Manager / Consultant  |  |
| <ul style="list-style-type: none"> <li>• Advertise for suitable candidates, as widely as possible in the local media</li> <li>• Shortlist applicants</li> </ul> Conduct interviews  | 1 November 2012 (dependent on timing of receipt of OSCR's approval of Reorganisation Scheme)  | Selection Committee           |  |
| Present list of candidates to Trustees for approval   | 13th December 2012  | General Manager               |  |

Note – some of these actions can run concurrently

<sup>i</sup> Newspaper notice must be published within the first 14 days of the publication period.

<sup>ii</sup> This date assumes that OSCR will require the maximum period of 42 days.

<sup>iii</sup> OSCR to confirm likely timetable. OSCR must make a decision within 6 months of the latest date for receipt of objections and must consider all notices of objections.