

AGM AGENDA

- **Welcome and Introductions (All)**
- **Annual Chairs Report for year ending 2020 (JB)**
- **Annual Financial Report of the Trustees (AM)**
- **Communicate and Agreement of re-election of Trustees & Co-Opted Trustees**
- **Agree and Approval of Resolution to Amend Constitution of SCIO**
- **AOB**

ANNUAL CHAIRS REPORT

1. Mission

SWITCH was established in 2014 to provide a focus for health and safety as well as education, training and competence issues in the resources and waste sector. In its first years it was supported by Zero Waste Scotland (ZWS) in terms of both staff time and funding. SWITCH has now established itself as a charitable organisation (SCIO SC049670) and the trustees have been working hard to re-establish the brand, update the website, engage with the sector and act as a hub of support and knowledge during the COVID-19 pandemic and to continue its good work and progress into the future.

SWITCH Forum's mission is to: Create a common vision of and provide leadership for the Resource Management sector by working collaboratively to raise standards within the sector regarding Health & Safety, and Education, Training and Technical Competence.

SWITCH membership is open to anyone who works in the waste and resource management sector. SMEs are set to benefit most from access to the SWITCH Forum due to free and easily accessible information and resources from a wide variety of members with varying areas of expertise and depth of knowledge.

2. Strategy & Aims

SWITCH Forum aims to:

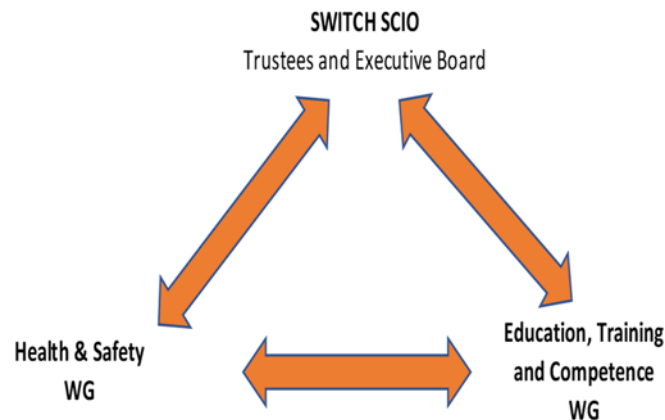
- Provide information on current activities within health and safety, training, learning and development, and technical competence in the Scottish resource management industry
- Actively share work which comes out of the Health and Safety and the Education, Training and Competency work groups
- Actively share developments from WISH
- Host one annual conference per annum

Key to SWITCH success is the translation of legislation into practical advice and guidance via the WISH forum, which specifically tailors the advice to the target audience i.e. the waste management industry. This guidance provides practical, easy to access examples of operational best practice

across various types of waste management operations. The process involves identifying good practice, writing it up into a helpful and consistent format and then quality checking it and posting. Once posted the materials can be marketed via our website and social media channels.

Ambassadors and SWITCH members are asked to highlight or repost media content to expand its reach and coverage. This shows the importance of relationships with Zero Waste Scotland, Scottish Government, Resource Management Association Scotland (RMAS), Chartered Institution of Wastes Management (CIWM), ROSPA, Scottish Environmental Services Association (SESA), Local Authority Waste Managers Network, Institution of Occupational Safety and Health (IOSH), SEPA, Scottish Qualification Authority, Energy & Utility Skills, Renewable Energy Association and others who help expand the range and penetration of the communications.

The SWITCH Forum consists of the two groups, the Health and Safety Working Group, and the Education, Training and Competence Working Group. Resources and information are freely shared between the two groups and the Trustees, and webinars are open to everyone.



3. Chair's report

Since the creation of the SWITCH SCIO in 2019 and the relaunch of the SWITCH brand, the Trustees have been busy learning how to set up and run virtual meetings to keep going through the COVID-19 lockdown. Successes have included establishing a monthly webinar, provision of informative & relevant webinars and the continuation of regular SWITCH meetings during this period of change. Throughout the COVID-19 pandemic, we have collaborated closely with WISH and the relationship is even stronger now than it was before.

Over the course of the last year, SWITCH Forum has achieved the following:

- Established an accurate database of members
- Arranged virtual meetings
- Created a COVID-19 specific resources webpage
- Set up social media channels on Twitter & LinkedIn to expand the reach of the SWITCH Forum
- Issued regular social media update posts for the sector and for COVID-19
- Delivered a series of workshops & webinars on topics relevant to members, now established monthly
- Engaged with Scottish Government following changes to personnel
- Successfully applied for funding and sponsorship
- Collaborated with WISH in the provision and promotion of good practice guidance on COVID-19 procedures

During the course of the COVID-19 pandemic, SWITCH has benefitted from the assistance of volunteer Yas Watson. During furlough, Yas has worked on updating the website and social media channels as well as arranging meetings, collating minutes and generally doing a brilliant job of organising the Trustees! Following her return from furlough, Yas continued to provide support to SWITCH during September and October at Albion Environmental's cost so our thanks go to Yas for her fabulous contribution and to Albion Environmental for funding this work.

4. Governance

The SWITCH SCIO was established with Trustees consisting of Chairperson (Jim Brown), Treasurer (Alasdair Meldrum) and Secretary (Gail Orr). Co-opted Trustees who assist with running the SWITCH Forum are Fiona Craig, Duncan Simpson and Charlie Devine. The Trustees are all volunteers who meet on a regular basis to arrange events, meetings & webinars and ensure that SWITCH runs effectively. The October SWITCH Trustee meeting looked like fun, as you can see from the screenshot below!



5. Ambassadors and Key Stakeholders

To carry out the work of SWITCH we rely on the good will and voluntary contributions of our SWITCH ambassadors.

Several ambassadors will be considered to be key stakeholders and in addition to representing their own organisation they may also represent a key stakeholder group.



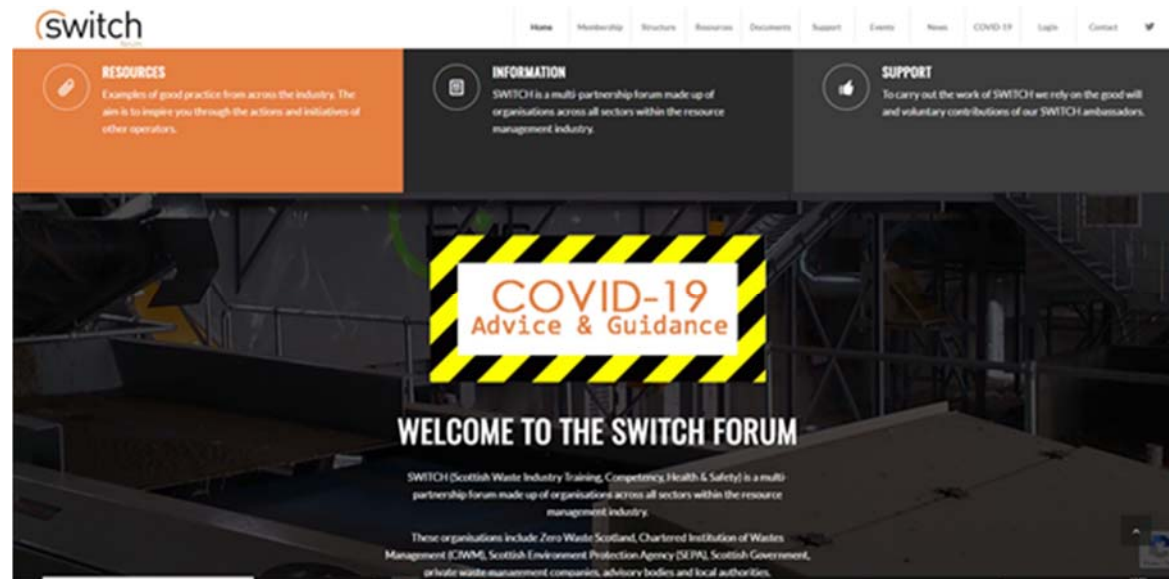
Waste
Managers
Network

We are indebted to:

- Open University <http://www.open.ac.uk/scotland/> for providing support to develop our website
- SWITCH ambassadors (past and present) for freely contributing their time, expertise and company resources to support the aims and objectives of SWITCH.
- Company sponsors who have either hosted or paid to host SWITCH meetings and events.

We will continue to require limited amount of funding to grow and develop SWITCH, so we welcome any approaches for:

- Companies looking to sponsor events, for example our annual event
- Host meetings or contribute to the cost.
- Grant or donations to support the work of SWITCH
- Deliver webinars



ANNUAL FINANCIAL REPORT OF THE TRUSTEES

Scottish Waste Industry Training, Competency, Health & Safety Forum (SWITCH)

SC049670



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	31	10	2019		31	10	2020

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	-	-	-	-	-	-
Legacies	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Receipts from fundraising activities	-	-	-	-	-	-
Gross trading receipts	-	-	-	-	-	-
Income from investments other than land and buildings	-	-	-	-	-	-
Rents from land & buildings	-	-	-	-	-	-
Gross receipts from other charitable activities	-	-	-	-	-	-
	-	-	-	-	-	-
A1 Sub total	-	-	-	-	-	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
A3 Payments						
Expenses for fundraising activities	-	-	-	-	-	-
Gross trading payments	-	-	-	-	-	-
Investment management costs	-	-	-	-	-	-
Payments relating directly to charitable activities	-	-	-	-	-	-
Grants and donations	-	-	-	-	-	-
Governance costs:	-	-	-	-	-	-
Audit / independent examination	-	-	-	-	-	-
Preparation of annual accounts	-	-	-	-	-	-
Legal costs	-	-	-	-	-	-
Other	-	-	-	-	-	-
	-	-	-	-	-	-
A3 Sub total	-	-	-	-	-	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-	-	-	-	-	-
Purchase of investments	-	-	-	-	-	-
A4 Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
A5 Transfers to / (from) funds	-	-	-	-	-	-
Surplus / (deficit) for year	-	-	-	-	-	-

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	-	-	-	-	-	-
	Surplus / (deficit) shown on receipts and payments account	-	-	-	-	-	-
						-	
						-	
	Cash and bank balances at end of year	-	-	-	-	-	-
	(Agree balances with receipts and payments account(s))						

Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments	N/A			
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets	N/A				
		Total	-	-	-

Details

B4 Liabilities

N/A

Fund to which liability relates

Amount due
to nearest £Last year
to nearest £

Total	-	-

Details

B5 Contingent liabilities

N/A

Fund to which liability relates

Amount due
(estimate)
to nearest £Last year
to nearest £

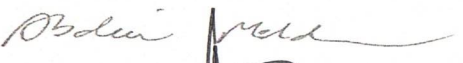
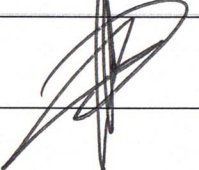
Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of approval

	ALASDAIR MELDRUM	18th November 2020
	JIM BROWN	18th November 2020

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

SWITCH was incorporated on 31st Oct 2019. During the last financial year no funds were received or paid out by SWITCH. Activities have been carried out during this period via SWITCH trustees, and members volunteering their time. Grant funding has provisionally been secured to support the work of SWITCH in 2020/21

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
N/A			
		Total	-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Scottish Waste Industry Training, Competency, Health & Safety SC049670

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
N/A					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £		Total current period to nearest £	Total last period to nearest £
N/A				-	
				-	
				-	
				-	
Total	-	-		-	-
	-	-		-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
N/A					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
N/A					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<i>Sub total</i>	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<i>Sub total</i>	-	-	-	-	-	-
<i>Total receipts</i>	-	-	-	-	-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<i>Sub total</i>	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
<i>Sub total</i>	-	-	-	-	-	-
<i>Total payments</i>	-	-	-	-	-	-
<i>Net receipts / (payments)</i>	-	-	-	-	-	-
Transfers to / (from) funds					-	
<i>Surplus / (deficit) for year</i>	-	-	-	-	-	-
Nature and purpose of funds						

Scottish Waste Industry Training, Competency, Health & Sa SC049670

Additional analysis (3)

6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
Nature and purpose of funds						

COMMUNICATION AND AGREEMENT OF RE-ELECTION OF TRUSTEES AND CO-OPTED TRUSTEES

- **TRUSTEES – Offer to Stand for Re-election**

- Jim Brown (Chair H&S)
- Alasdair Meldrum (Treasurer)
- Gail Orr (Secretary)

- **CO-OPTED TRUSTEES - Offer to Stand for Re-election**

- Duncan Simpson (Chair ETC)
- Charlie Devine (Chair H&S)
- Fiona Craig (ETC)

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	31	10	2019	To	31	10	2020

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

Scottish Waste Industry Training, Competency, Health & Safety Forum
SWITCH
SC049670
1 Damside
Ayr
Ayrshire
Postcode KA8 8ER

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitles to appoint trustee (if any)
Jim Brown	Chair	N/A	
Alasdair Meldrum	Treasurer	N/A	
Gail Orr	Secretary	N/A	

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
N/A	

Structure, governance, and management

Type of governing document

Constitution

Trustee recruitment and appointment

Existing three trustees have been in place since 31/10/2019 – they wish to continue in 2019/20 subject to approval at 20/11/2020 AGM.

Three co-opted trustees (Fiona Craig, Charlie Devine, and Duncan Simpson) - have been in place since 31/10/2019 – they wish to continue in 2019/20 subject to approval at 20/11/2020 AGM.

Objectives and activities

Charitable purposes

The organisation's purposes are: 4.1 The Charity's purposes shall be to promote the improvement of health and safety and wellbeing (which means the reduction of risk and accidents associated with the industry, amongst those associated with the industry and the general public) in the resource and wastes management industry in Scotland by: a. sponsoring positive changes in policy, legislation and practice to prevent and/or minimise risks to workers in the resource and wastes management industry, and others including the general public; b. initiating, assisting, supporting and encouraging the investigation, consideration, discussion and training of health safety and wellbeing in the resource and wastes management industry to help achieve the prevention, minimisation or reduction of risk and accidents to workers, others and the general public; c. initiating, assisting, supporting and promoting public education/training in all matters relating to the prevention, elimination, and minimisation of risks and accidents (to employees, others and the general public) associated with the resource and wastes management industry; and d. the advancement of knowledge, education and best practice in health safety and wellbeing among professionals, public authorities, industry, business and the general public in Scotland. Note: The Health and Safety at Work etc Act 1974 Sections 2 and 3 place a duty on employers, employees and the self-employed to undertake their duties in such a way so as not to risk the health and safety of anyone.

Summary of the main activities in relation to these objects

Refer SWITCH Annual report Nov 2020

APPENDIX 1

Achievements and performance

Summary of the main achievements of the charity during the financial period

Refer SWITCH Annual report Nov 2020

Financial review

Brief statement of the charity's policy on reserves

SWITCH was incorporated on 31st Oct 2019. During the last financial year, no funds were received or paid out by SWITCH. Activities have been carried out during this period via SWITCH trustees, and members volunteering their time. Grant funding has provisionally been secured to support the work of SWITCH in 2020/21

Details of any deficit

Currently no deficit

Donated facilities and services (if any)

During the course of the COVID-19 pandemic, SWITCH has benefitted from the assistance of volunteer Yas Watson. During furlough, Yas has worked on updating the website and social media channels as well as arranging meetings, collating minutes, and generally doing a brilliant job of organising the Trustees! Following her return from furlough, Yas continued to provide support to SWITCH during September and October at Albion Environmental's cost so our thanks go to Yas for her fabulous contribution and to Albion Environmental for funding this work.

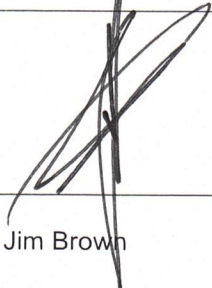
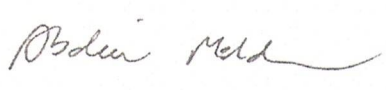
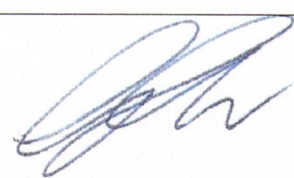
APPENDIX 1

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures			
Full Name (s)	Jim Brown	Alasdair Meldrum	Gail Orr
Position (e.g. Chair)	Chair	Treasurer	Secretary
Date	18.11.2020	18.11.2020	18.11.2020

AGREEMENT AND APPROVAL OF RESOLUTION TO AMEND CONSITUTION OF SCIO

**Resolution to amend the constitution of a
Scottish Charitable Incorporated
Organisation (SCIO)**



Charities and Trustee Investment (Scotland) Act 2005

Name of SCIO	Scottish Waste Industry Training, Competency, Health & Safety Forum (SWITCH)
Scottish Charity Number	SC049670
Date resolution was passed¹	20 th Nov. 2020

Members of the above named SCIO have resolved that the following amendment[/s] be made to the constitution:

Currently section 14 of the constitution states the following

- 14 The Board must keep a register of members, setting out
14.1 for each current member:
14.1.1 their full name and **address**; and

Since communication is largely online to membership this should be changed to -

- 14 The Board must keep a register of members, setting out
14.1 for each current member:
14.1.1 their full name and **email address**; and

The resolution was passed:-

- (a) by at least a two-thirds of those members of the SCIO who voted (including those voting by proxy or by post , if voting that way is permitted by the constitution) at a general meeting on (ENTER DATE BELOW)

.....

or

- (b) unanimously by the SCIO members, otherwise than at a general meeting

[Delete as appropriate]

¹ If the resolution was passed at a general meeting, insert the date of that meeting. If it was passed otherwise than at a general meeting, insert the date on which the last member agreed to it.