

## AGM AGENDA

---

- **Welcome and Introductions (All)**
- **Annual Chairs Report for year ending 2021 (JB)**
- **Annual Financial Report of the Trustees (AM)**
- **Communicate and Agreement of re-election of Trustees & Co-Opted Trustees**
- **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 established itself as a charitable organisation (SCIO SC049670) in 2019 and since then 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:

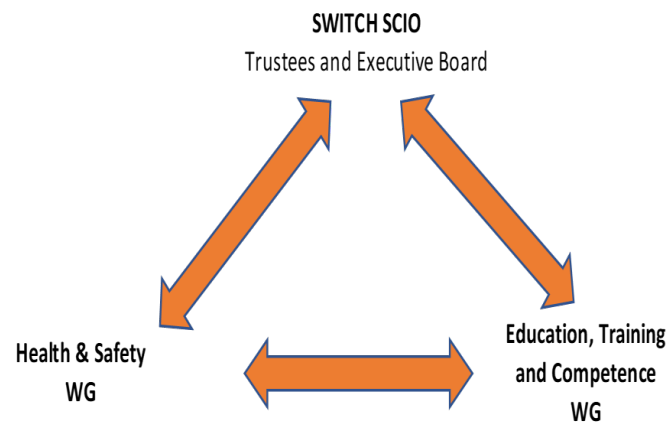
- Provide information on current activities within health and safety, training, learning and development, and technical competence in the Scottish resource management industry
- Actively share work which comes out of the Health and Safety and the Education, Training and Competency work groups
- Actively share developments from WISH
- Host one annual conference per annum (if permitted and in line with current COVID-19 guidelines and good practice)

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 continued with the model of virtual meetings, and this has been successful throughout the COVID-19 pandemic. 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:

- Maintained an accurate database of members
- Arranged virtual meetings
- Updated a COVID-19 specific resources webpage
- Regularly posted on social media channels Twitter & LinkedIn to expand the reach of the SWITCH Forum
- Delivered a series of workshops & webinars on topics relevant to members, now established monthly
- Continued to engage with Scottish Government following changes to personnel
- Successfully applied for funding and sponsorship
- Continued to collaborate with WISH in the provision and promotion of good practice guidance on COVID-19 procedures

The most notable and well-attended webinars over the last year have included:

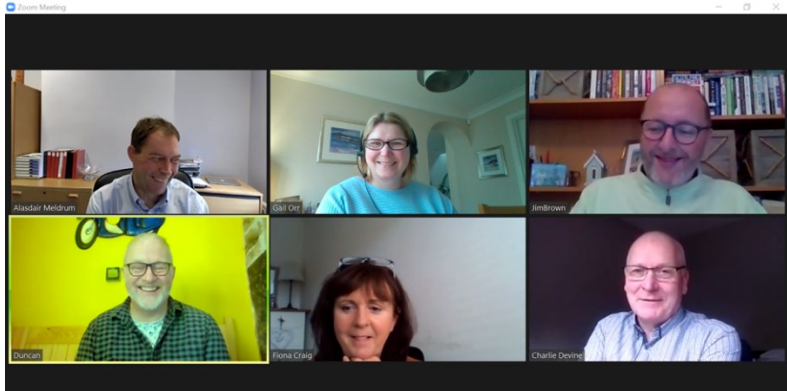
- 19th August 2021, Nicki Souter (VP of RMAS) and Andy Murdoch (MD JM Murdoch & Son)  
Introducing the RMAS and Case Study Operational Response to COVID 19  
<https://youtu.be/3h7FKB8K4EM>
- 24th June 2021 – 40 attendees – hosted by Stephen Freeland (Policy Advisor, SESA)  
HSE SESA H&S Statistics  
<https://youtu.be/0zv8O496rFM>
- 29th April 2021 – 63 attendees – hosted by Dr David Thomas (Chair IOSH EWMG Committee)  
IOSH Environmental & Waste Management EWGM Material Dr David Thomas  
<https://youtu.be/WqoarHx49cw>

- 5th March 2021 – 63 attendees – hosted by Wendy Rayner (NHS Scotland)  
Safe Management of Clinical Waste during COVID 19 in the NHS Scotland  
<https://youtu.be/fNPMASVum1A>
- 28th January 2021 – 31 attendees – hosted by Danielle Moore (East Renfrewshire Council) & Stuart Fair (Dumfries & Galloway Council)  
COVID 19 & The Impact on Mental Health & Wellbeing  
<https://youtu.be/4nESDBBD8iY>

SWITCH continues to benefit from the support of Yas Watson of Albion Environmental. Following on from her fantastic voluntary work during furlough last year, SWITCH managed to retain the knowledge and experience of Yas via arrangements with Albion Environmental for invoicing time spent on SWITCH development & administration. Yas is responsible for updating the website and social media channels as well as arranging meetings, collating minutes and many other essential tasks which mainly go unnoticed but are a key part of what SWITCH delivers. Our thanks go again to Yas for professionally and fabulously achieving the almost impossible task of organising the Trustees!

## 4. Governance

The original SWITCH SCIO Trustees remain in place. The Trustees consist 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. Unfortunately no meetings are yet taking place in person but SWITCH Trustees continue to have fun (when they can work the technology!), 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	2020		31	10	2021

### Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	21,073	-	-	-	21,073	-
Legacies	-	-	-	-	-	-
Grants	-	5,990	-	-	5,990	-
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	-	-	-	-	-	-
	-	-	-	-	-	-
<b>A1 Sub total</b>	<b>21,073</b>	<b>5,990</b>	<b>-</b>	<b>-</b>	<b>27,063</b>	<b>-</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>21,073</b>	<b>5,990</b>	<b>-</b>	<b>-</b>	<b>27,063</b>	<b>-</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	-	-	-	-	-	-
Gross trading payments	-	-	-	-	-	-
Investment management costs	-	-	-	-	-	-
Payments relating directly to charitable activities	1,962	5,990	-	-	7,952	-
Grants and donations	-	-	-	-	-	-
Governance costs:	-	-	-	-	-	-
Audit / independent examination	-	-	-	-	-	-
Preparation of annual accounts	-	-	-	-	-	-
Legal costs	-	-	-	-	-	-
Other	-	-	-	-	-	-
	-	-	-	-	-	-
<b>A3 Sub total</b>	<b>1,962</b>	<b>5,990</b>	<b>-</b>	<b>-</b>	<b>7,952</b>	<b>-</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	-	-	-	-	-	-
Purchase of investments	-	-	-	-	-	-
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,962</b>	<b>5,990</b>	<b>-</b>	<b>-</b>	<b>7,952</b>	<b>-</b>
<b>Net receipts / (payments)</b>	<b>19,111</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,111</b>	<b>-</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>19,111</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,111</b>	<b>-</b>

**Section B Statement of balances**



Categories	Details	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 £
<b>B1 Cash funds</b>	Cash and bank balances at start of year	-	-	-	-	-	-
	Surplus / (deficit) shown on receipts and payments account	19,110	-	-	-	19,110	-
						-	
	<b>Cash and bank balances at end of year</b>	<b>19,110</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,110</b>	<b>-</b>
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
<b>B3 Other assets</b>	Scottish government grant claim not yet received	Restricted	1,838	1,838	1,838
			<b>Total</b>	<b>1,838</b>	<b>1,838</b>

Categories	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
<b>B4 Liabilities</b>	Trade creditors not yet paid	Unrestricted	784	784
		<b>Total</b>	<b>784</b>	<b>784</b>

Categories	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
<b>B5 Contingent liabilities</b>	N/A			
		<b>Total</b>	<b>-</b>	<b>-</b>

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		ALASDAIR MELDRUM	18th November 2021
		JIM BROWN	18th November 2021

**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 the 2019/20 year no funds were received or paid out by SWITCH. Dec 2020 a donation was recieved from CIWM for £21,073. A Scottihs Government grant was also recieved and during the 2021/21 year a total of £5,990 was drawn down to help deliver the onjectives of SWITCH. Costs to SWITCH are for 365 accounts / IT support and adminstration time at approx 1 day per week. This is charged by Albion at a cost rate (ie same rate as employee wage) and no addition has been applied for NI, use of facilities etc as this has been provided in kind by Albion Environmental Ltd

**C2 Grants**

Type of activity or project supported		Number of grants made	£
N/A			
		<b>Total</b>	-

**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)	<b>X</b>
--	----------

**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)	<b>X</b>
---	----------

**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**

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					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-
	reference	-	-	-	reference	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
N/A			-	
			-	
			-	
			-	
<b>Total</b>	-	-	-	-
	-	reference	reference	-

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					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-
	-	-	-	-	-	-

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					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-
	reference error	reference error	-	-	reference error	-

**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
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments</b>						
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					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
					cross ref error	
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-
					cross ref error	

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
<b>Receipts</b>						
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					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments</b>						
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					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
					cross ref error	
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-

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)