

AGM AGENDA

- **Introduction from Dundee City Council (Heather Anderson)**
- **Welcome and Introductions (Charlie Devine)**
- **Annual Chairs Report for year ending 2022 (Jim Brown)**
- **Annual Financial Report of the Trustees (Alasdair Meldrum)**
- **H&S Chair Report (Jim Brown)**
- **ETC Chair Report (Duncan Simpson)**
- **Communicate and Agreement of re-election of Trustees & Co-Opted Trustees (All)**
- **Q&A Feedback**
- **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 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, and all resources are freely available on our website: <https://switchforum.org.uk/>

You can help to grow SWITCH by encouraging colleagues across the Resource Management sector to join up here: <https://switchforum.org.uk/membership/>

2. Strategy & Aims

SWITCH Forum aims to:

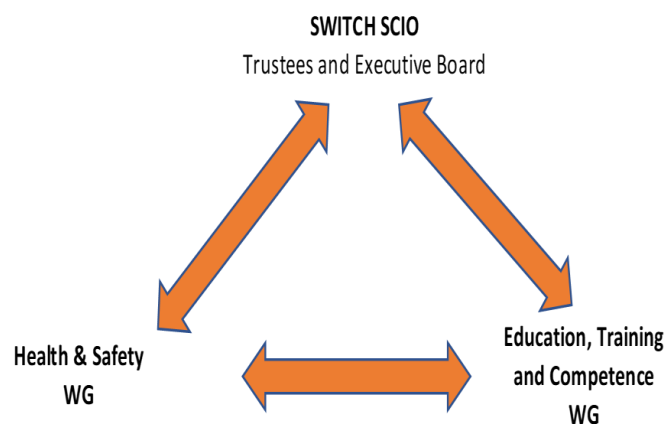
- Provide information on current activities within health and safety, training, learning and development, and technical competence in the Scottish resource management industry
- Actively share work which comes out of the Health and Safety and the Education, Training and Competency work groups
- Actively 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 so it has been continued to date. This has encouraged and enabled colleagues from different geographical locations to join meetings and webinars which previously may have been unmanageable due to distance. This also helps to reduce our impact on the environment through reduced travel. Successes over the last 12 months have included continuing & extending the monthly webinar programme

with a series of high-quality informative webinars now available on the SWITCH website, and the continuation of regular SWITCH meetings. We have collaborated closely with WISH and the relationship continues to be strong and productive. We have also collaborated and partnered with the University of West of Scotland (UWS) to develop two SCQF Level 8 (20 credit) modules aimed at supervisor level operatives in the resource and waste sector.

News articles and links are posted on the SWITCH website on relevant articles such as HSE training – check out this link to find out more <https://switchforum.org.uk/2022/10/>

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
- Worked closely with RMAS to cross-fertilise ideas and share resources.

The webinars held over the last year have been recorded and are available to view on the SWITCH website: <https://switchforum.org.uk/webinars/>

27.01.2022 - WAMITAB Developing Skills for the Future – Albion
24.02.2022 - Safety Issues in the Recycling Sector - Brewster Bros
31.03.2022 - Inspection Enforcement & Sector News – HSE
28.04.2022 - Bioaerosols - SLR Consulting & WISH
26.05.2022 - SWITCH-ing Up your H&S – Advetec
29.09.2022 - Fire Suppression – HELIOS
27.10.2022 - Scotland Against Modern Slavery



SWITCH webinars are available on our website

SWITCH continues to benefit from the experience of Yas Watson of Albion Environmental in supporting and organising SWITCH with tasks such as updating the website and social media channels, arranging meetings, collating minutes and many other essential yet often unnoticed functions. Yas is responsible for ensuring that the background administration of SWITCH continues to run smoothly and efficiently, and we would like to thank Yas for her continuing competence, professionalism and patience in organising the Trustees! SWITCH has ongoing arrangements with Albion Environmental for invoicing time spent on SWITCH development & administration.

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. The annual AGM 2022 is the first in-person meeting to be held in person since Covid-19 hit in March 2020, but SWITCH Trustees continue to hold regular meetings and have even managed to master the technology after two and a half years of online meetings!



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.

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



Waste
Managers
Network



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	2021		31	10	2022

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 £
A1 Receipts						
Donations	-	-	-	-	-	-
Legacies	-	-	-	-	-	-
Grants	-	7,565	-	-	7,565	-
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	-	7,565	-	-	7,565	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	-	7,565	-	-	7,565	-
A3 Payments						
Expenses for fundraising activities	-	-	-	-	-	-
Gross trading payments	-	-	-	-	-	-
Investment management costs	-	-	-	-	-	-
Payments relating directly to charitable activities	13,711	7,565	-	-	21,276	-
Grants and donations	-	-	-	-	-	-
Governance costs:	-	-	-	-	-	-
Audit / independent examination	-	-	-	-	-	-
Preparation of annual accounts	-	-	-	-	-	-
Legal costs	-	-	-	-	-	-
Other	-	-	-	-	-	-
	-	-	-	-	-	-
A3 Sub total	13,711	7,565	-	-	21,276	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-	-	-	-	-	-
Purchase of investments	-	-	-	-	-	-
A4 Sub total	-	-	-	-	-	-
Total payments	13,711	7,565	-	-	21,276	-
Net receipts / (payments)	(13,711)	-	-	-	(13,711)	-
A5 Transfers to / (from) funds						
	-	-	-	-	-	-
Surplus / (deficit) for year	(13,711)	-	-	-	(13,711)	-

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 £
B1 Cash funds	Cash and bank balances at start of year	19,110	-	-	-	19,110	-
	Surplus / (deficit) shown on receipts and payments account	(13,711)	-	-	-	(13,711)	-
						-	
	Cash and bank balances at end of year <small>(Agree balances with receipts and payments account(s))</small>	5,399	-	-	-	5,399	-



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

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

Categories	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Trade creditors not yet paid	Unrestricted	962	962
		Total	962	962

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

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

Signature	Print Name	Date of approval
	ALASDAIR MELDRUM	03 July 2023
	JIM BROWN	03 July 2023

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			
		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)	X
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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

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	-	-	-	-
	-	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					-	
					-	
					-	
					-	
					-	
					-	
					-	
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	-	-	-	-	-	-
	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
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
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	-	-	-	-	-	-

cross ref error

cross ref error

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

Nature and purpose of funds

Independent Examiner's Report to the Trustees of SWITCH

I report on the accounts of the charity for the year ended 31 October 2022 which are set out in the Annual Financial Report of the Trustees presented to the SWITCH AGM.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

During my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Adrian Bond

Relevant Professional qualification/professional body: MCIWM

Address: Zero Waste Scotland, Moray House, Forthside Way, Stirling FK8 1QZ

Date: 11/7/2023

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)