

AGM AGENDA

- **Introduction from Dumfries & Galloway Council**
- **Welcome and Introductions**
- **Annual Chairs Report for year ending 2023 (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:

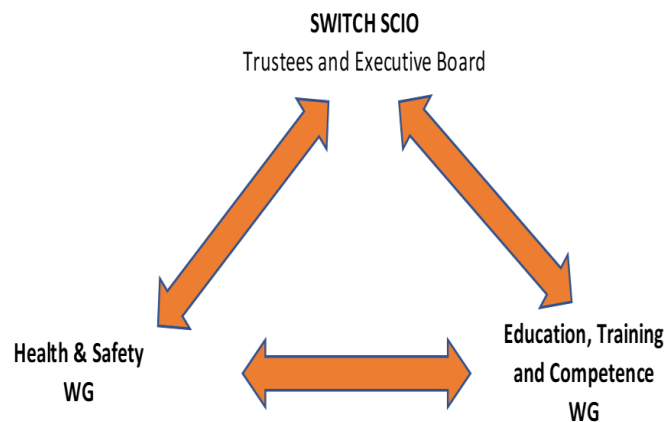
- Provide information on current activities within health and safety, training, learning and development, and technical competence in the Scottish resource management industry
- Actively share work which comes out of the Health and Safety and the Education, Training and Competency work groups
- Actively 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

The model of virtual meetings has continued throughout 2022/23, and this has been successful as it has encouraged and enabled colleagues from different geographical locations to join meetings and webinars which previously may have been unmanageable due to distance. This continues to reduce our impact on the environment through reduced travel.

Notable successes over the last 12 months have included the production and promotion of Campaign material to highlight and reduce the prevalence of Violence & Aggression against workers in the resource industry, as well as the commencement of the University of West of Scotland modules - more details on both of these successes are given below.

SWITCH has continued with the monthly webinar programme with high-quality informative webinars – these are all now available on the SWITCH website. Regular SWITCH meetings are held, with separate virtual rooms for the Health & Safety and Education, Training & Competence groups. We have collaborated closely with WISH and the relationship continues to be strong and productive. The collaboration and partnership with the University of West of Scotland (UWS) has come to fruition with the delivery of the 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 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
- 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
- Created and promoted a video to highlight issues surrounding violence & aggression towards resource management workers
- Collaborated with University of West of Scotland to develop and deliver two modules on Legislation & Licencing, and Compliance & Planning
- Continued to engage with Scottish Government
- Successfully applied for funding and sponsorship
- Continued to collaborate with WISH in the provision and promotion of good practice guidance
- Worked closely with RMAS to cross-fertilise ideas and share resources.

Webinars

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

Webinar topics over the last year included Machinery Safety & Maintenance, Disposable Vapes, Fire Suppression, Impacts of H&S Incidents, Battery & Cylinder Fire Safety.

SWITCH FORUM Bin Hero

The SWITCH Forum Bin Hero film is part of an awareness campaign, highlighting the violence and aggression faced by staff day-to-day working in waste management roles – watch here <https://switchforum.org.uk/aggression/>

Some staff are treated poorly by members of the general public whilst trying to do their job, and SWITCH want to bring awareness to this issue.

In recent years, the number of cases of violence and aggression against front line staff working in the recycling and waste sector has grown steeply. The numbers grew even more rapidly over the period of lock down during covid but have not really reduced since. Instances can range from swearing, aggressive behaviour, physical violence, spitting and even dangerous use of vehicles.

The sector recognises that people can get frustrated when they miss their bin collection, or they feel they are being asked too much to separate materials or use certain receptacles for certain wastes but there is no excuse for this type of behaviour. Front line staff provide excellent services, throughout the year and under all sorts of circumstances including severe weather, changing work patterns and issues such as Covid rules. They don't make the rules and regulations, they simply try to deliver the service to us all.

The videos provided give real insight into actual events and show how this type of behaviour can have a long and lasting impact on this individual who are subject to violence and aggression. Few probably think of these impacts let alone absorbing the immediate danger they put themselves and others in through their thoughtless behaviour.

Nobody deserves to face this type of behaviour daily, and we should recognise the great work our resource and waste sectors workers do on our behalf every day. It's time to cut out this unacceptable behaviour and work together to make it a thing of the past.

These videos are free to be used by local authorities and private companies in the sector to use to highlight the issue and join our campaign to raise people's awareness of the issue.

UWoS Courses:

The development of the two modules was completed and these have now been successfully delivered and well received.



The two modules currently available are:

Waste Industry (1): Legislation and Licencing - UWS Centre for Continuing Professional Development

<https://cpd.uws.ac.uk/w/courses/219-waste-industry-1-legislation-and-licencing>




Waste Industry (2): Compliance and Planning - UWS Centre for Continuing Professional Development

<https://cpd.uws.ac.uk/w/courses/220-waste-industry-2-compliance-and-planning>

- Developed and delivered in collaboration with University of the West of Scotland (UWS)
- Targeted at the team leader/ supervisor level of employee
- Two SCQF Level 8, 20-credit modules for the waste industry
- Great foundation to invest and build on
- Each module will be delivered biweekly over 12 weeks, 9am to 12pm and 1pm to 4pm.
- A minimum cohort size of 20 students

WEBINARS & SEMINARS

The following webinars have been recorded which provide information about a range of topics, with some covering the impacts of COVID-19 and the sector's response.

<p>OPSS – The Waste Electrical & Electronic Equipment (WEEE) & Battery Takeback Regulations</p> <p>Download</p>	<p>Environment Agency – Producer Responsibility – UKVIA Presentation</p> <p>Download</p>	<p>SWITCH Autumn Seminar & AGM</p> <p>Download</p>
 <p>Machinery Safety & Maintenance</p>	 <p>Managing Health & Safety in the Waste Industry</p>	 <p>Research & Waste Industry Course Insight</p>

SWITCH webinars are available on our website

SWITCH runs efficiently and effectively thanks to the continuing professional & thorough support from Yas Watson of Albion Environmental in organising SWITCH Trustees with tasks such as updating the website and social media channels, arranging meetings, collating minutes and many other essential yet often unnoticed functions. Yas continues to ensure that the administration of SWITCH run smoothly in the background, and our heartfelt thanks go to Yas for going over and above the call of duty to cheerfully keep the Trustees in line! SWITCH has ongoing arrangements with Albion Environmental for invoicing time spent on SWITCH development & administration.

4. Governance



The SWITCH Trustees at the 2022 AGM held in Dundee; (l-r) Fiona Craig, Duncan Simpson, Alasdair Meldrum, Gail Orr and Jim Brown

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 is currently the only meeting to be held in person, which allows regular attendance at the webinars and meetings from all parts of the country (thus helping the environment by reducing travelling) and the SWITCH Trustees continue to hold regular 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

SC049670



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2022		31	10	2023

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	20,081	25,360			45,441	
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	20,081	25,360	-	-	45,441	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	20,081	25,360	-	-	45,441	-
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	8,349	25,360			33,709	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	8,349	25,360	-	-	33,709	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	8,349	25,360	-	-	33,709	-
Net receipts / (payments)	11,732	-	-	-	11,732	-
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	11,732	-	-	-	11,732	-

APPENDIX 2

SC049670

Section B Statement of balances

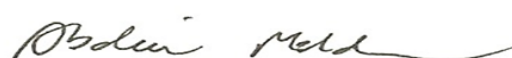

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	5,399				5,399	
	Surplus / (deficit) shown on receipts and payments account	11,732				11,732	
						-	
						-	
	Cash and bank balances at end of year	17,131	-	-	-	17,131	-
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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

Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Unrestricted		75	
		Total	-	75

Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Unrestricted	2,550	962
		2,550	962
	Total		

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

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Alasdair Meldrum	20th Nov 2023
		Jim Brown	20th Nov 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. A Scottish Government grant was drawn down during the 2022/23 year to total of £45,441. Part of this was ring fenced for specific projects and remainder was to support SWITCH operational costs. Main 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 marginal rate has been applied for NI, use of facilities etc as this has been provided by Albion Environmental Ltd

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)	
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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

Independent Examiner's Report to the Trustees of SWITCH

I report on the accounts of the charity for the year ended 31 October 2023 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

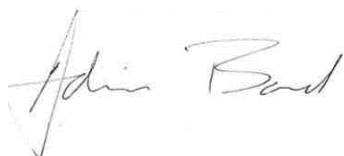
My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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: 21/11/23

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 (H&S)
- Fiona Craig (ETC)