

ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE

ANNUAL GENERAL MEETING (SCOTLAND)

MINUTE OF MEETING

12 July 2024

**Recital Room, City Halls & Old Fruit Market
100 Candleriggs, Glasgow, G1 1NQ**

1. Introduction and Welcome

Cllr Lynne Short, APSE Scotland Chair 2023-25 provided a welcome to the meeting.

2. Attendance and Apologies

Please see below. (See appendix 1)

3. Minute of AGM held on 14 July 2023

Minutes agreed.

3. Matters arising

No matters arising.

4. Annual report by services 2023/24

A report was tabled on the APSE Scotland Networks noting progress in the following areas:-

1. Housing, Construction and Building Maintenance Network
2. Commercialisation Network
3. Parks, Grounds and Streets Network
4. Climate Change and Renewables Network
5. Highways and Street Lighting Network
6. Soft Facilities Management Network
7. Fleet, Transport and Vehicle Maintenance Network
8. Waste and Recycling Network

The report was noted and in respect of the commercialisation group it was further noted that a survey had been issued to members to gauge views on the powers that members felt may be missing from their current suite of powers.

The report was noted and agreed.

5. Finance reports and accounts (including subscriptions)

The Finance report was presented by Andrew Kennedy noting the recovery of the seminar programme with Aviemore but also noting the overall cost increases to the region as a result of increased labour costs, supply side and venue costs, energy costs etc. The meeting agreed that the recommendations in the finance report to increase the APSE Scotland area fee to £250.00 from £200.00 be agreed.

The finance report was agreed. (See appendix 2 and 3 below)

6. Motions

It was noted that no motions had been tabled and the next business was moved.

7. Nominations

The following nominations were agreed:-

That **Cllr Archie Dryburgh**, Dumfries and Galloway Council be ratified as **National Chair Elect**

That **Andrew Kennedy**, East Ayrshire Council be ratified as **National Secretary Elect**

That **Scott Blyth**, West Lothian Council be agreed at the APSE Scotland Financial Advisor

The meeting also agreed a vote of thanks to Russell McCutcheon as longstanding Secretary who was unable to continue as the APSE Scotland Secretary and unable to take up the position of National Secretary Elect.

A vote of thanks was also agreed in respect of Andrew Kennedy for his service as the APSE Scotland Financial Advisor over many years and who is now as noted above the APSE Scotland Secretary.

The Chief Executive spoke about the role of the National Chair, and in line with APSE's ongoing commitment to minimise any risks to the association, and previous mid-year changes to chairs that had involved convening extraordinary general meetings it was suggested that should the nominated National Chair be indisposed that APSE Scotland nominate Cllr Lynne Short, as APSE Scotland Chair to be the substitute / stand-in.

This was unanimously agreed.

8. National Constitutional Amendments

It was noted that there were no National Constitutional Amendments.

9. APSE Scotland Constitutional Amendments

It was noted that there were no APSE Scotland Constitutional Amendments.

10. Confirmation/ Election of National Council delegates (7 places)

The following nominations to National Council were agreed noting that as APSE Scotland holds the National Chair and National Secretary positions this year APSE Scotland has 7 nominations.

1. Cllr Lynne Short, Dundee City Council
2. Cllr Judy Hamilton, Fife Council
3. Cllr Archie Dryburgh, Dumfries & Galloway Council
4. Andrew Kennedy, East Ayrshire Council
5. Cllr George Paul, West Lothian Council
6. Cllr Ruairi Kelly, Glasgow City Council
7. Cllr Tom Conn, West Lothian

The following delegate was agreed and confirmed as substitute:-

8. Cllr Rachel Nunn, Stirling Council

The Chief Executive confirmed that as this is an important year for APSE Scotland and with a new financial advisor in place in the event of notified nonattendance APSE Scotland may wish to consider Scott Blyth as a further substitute.

11. Striving to Thrive: Councillors' reflections on local democracy

APSE's Chief Executive, Mo Baines presented recent research produced in collaboration with APSE by De Montfort University, Staffordshire University, Essex University, and Leeds Beckett University.

Following a Q&A session with the delegates it was noted that the presentation and a link to download the research would be circulated to APSE Scotland members.

12. Promoting a mentally healthy workplace for frontline services

Sandy Anderson, Service Manager, Waste operations at Fife Council presented to delegates on strident efforts to create a healthy working environment including support on issues of mental health, particularly for men, and the innovative use of PPE to ensure access to support groups.

Following a Q&A session with the delegates it was noted that the presentation would be circulated to APSE Scotland members.

13. Annual report by secretariat: Scotland year in review 2023/24

On behalf of Louise Melville, Principal Advisor, Mo Baines APSE's Chief Executive presented an update on the activities across Scotland and the wider activities of APSE.

Mo gave her thanks to the APSE Scotland secretariat for their work throughout the year and acknowledged the work of the staff in once again providing a busy, enjoyable and successive Aviemore Show.

14. Any other competent business

There being no other competent business the meeting closed at 12:15 for lunch.

Appendix 1

Scottish AGM

12 July 2024

Attendee List

Mo Baines	APSE
Cllr Lynne Short	Dundee City Council
Andrew Kennedy	East Ayrshire Council
Cllr Tony Gurney	North Ayrshire Council
Cllr Ruari Kelly	Glasgow City Council
Grant Taylor	West Lothian Council
Cllr George Paul	West Lothian Council
Sandy Anderson	Fife Council
Craig Wilson	West Dunbartonshire Council
Cllr Paul Eplin	East Renfrewshire Council
Cllr Andrew Morrison	East Renfrewshire Council
Kenneth Mclaughlin	City of Edinburgh Council
Christine Francis	Glasgow City Council
Cllr Rachel Nunn	Stirling Council
Gillian Pagani	Glasgow City Council
Cllr Judy Hamilton	Fife Council
Elaine Melrose	APSE Associate
John Mundell	Moray Council

Apologies

Cllr Archie Dryburgh	Dumfries and Galloway
Cllr Tom Conn	West Lothian Council
Cllr Norman Hampshire	East Lothian Council

Scott Blyth	West Lothian Council
Mark Hunter	East Ayrshire Council
Colin McAdam	Glasgow City Council
Thomas Reaney	North Ayrshire Council
Cllr Mark McGeever	South Lanarkshire Council
Colin Reid	South Lanarkshire Council
Kirsty McGuire	South Lanarkshire Council
Louise Melville	APSE

Appendix 2

APSE Scotland

Balance Sheet
As of March 31, 2024

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Clydesdale Bank	356,320.72
Investment Account	0.00
Total Cash at bank and in hand	£356,320.72
Debtors	
Accounts Receivable	4,686.89
Total Debtors	£4,686.89
NET CURRENT ASSETS	£361,007.61
Creditors: amounts falling due within one year	
Trade Creditors	
2000 Accounts Payable	118,660.72
Total Trade Creditors	£118,660.72
Current Liabilities	
Conference Pre Payments	153,370.44
VAT Control	-15,257.09
VAT Suspense	3,311.78
Total Current Liabilities	£141,425.13
Total Creditors: amounts falling due within one year	£260,085.85
NET CURRENT ASSETS (LIABILITIES)	£100,921.76
TOTAL ASSETS LESS CURRENT LIABILITIES	£100,921.76
TOTAL NET ASSETS (LIABILITIES)	£100,921.76
Capital and Reserves	
3000 Share Capital Account	227,044.16
Retained Earnings	-128,390.91
Profit for the year	2,268.51
Total Capital and Reserves	£100,921.76

APSE Scotland

Profit and Loss

April 2023 - March 2024

	TOTAL
Income	
Regional Fees	6,800.00
Seminar Income	
Delegate Fees	73,899.10
Exhibition, Accom & Sponsorship	283,525.70
Total Seminar Income	357,424.80
Total Income	£364,224.80
Cost of Sales	
Movemybooks Purchase Adjustments	0.00
Total Cost of Sales	£0.00
GROSS PROFIT	£364,224.80
Expenses	
AGM	1,264.50
Bad Debts	3,967.80
Chairs Fees	15,200.00
Chairs Travel Expenses	2,501.31
Miscellaneous	988.95
Office Costs	623.76
Party Political Conference Exp	50.00
Exhibitor Fees	2,507.00
Fringe/Food	6,844.15
Total Party Political Conference Exp	9,401.15
Rent	14,272.50
Salaries	84,758.00
Seminar Expenditure	
Entertainment	3,790.00
Gifts	8,873.75
Hotel	202,768.59
Printing	2,544.00
Seminar Miscellaneous	9,520.22
Total Seminar Expenditure	227,496.56
Travel Expense	1,481.76
Total Expenses	£361,956.29
NET OPERATING INCOME	£2,268.51
Other Expenses	
Suspense	0.00
Total Other Expenses	£0.00
NET OTHER INCOME	£0.00
NET INCOME	£2,268.51