

# SCFDG News

a newsletter of the Scottish Charity Finance Directors' Group



Since our last newsletter, SCFDG members have had the opportunity to participate at two network lunches (both held in Edinburgh) and our seminar "Working Together" hosted jointly with the Institute of Fundraising at SCVO's head offices in Mansfield Traquair. The coming months, however, see us look west to Glasgow where our next network lunch on 3rd November will be hosted by Douglas Gray, longstanding SCFDG member and Head of Finance at SAMH. We also welcome the opportunity to return to Glasgow on 1st December for our conference – *Practical Issues for Charity Finance Professionals*. With a credible line up of guest presenters – Ron Hardwick, Julia Morrison (SCVO), Douglas Baillie (Clydesdale Bank) and Gillian Donald (Scott-Moncrieff) covering a range of topics including Shared Procurement Services, Social Media, Money Management and Finance Updates, I am confident the day will provide interesting and stimulating information for charity finance professionals from all organizations – both large and small – and I commend the event to you. With special discounted rates for SCFDG members (as well as an early bird discount), it's surely an event you will not wish to miss – and be eager to encourage peers and colleagues to come along too!

We'll snatch a brief half hour at conference to hold our Annual General Meeting which will hopefully allow many more of our members to attend this statutory meeting and hear about the wider activities of SCFDG as well as provide an opportunity for Executive Committee members to take on board **your** comments and suggestions for future activities. With several of our committee members due to retire at the 2012 AGM it is crucially important to see new members join the team at this year's AGM. This will ensure a level of continuity and a mix of both experienced and new members to maintain the vibrancy of the SCFDG as we go forward. Please do consider putting your name forward by approaching any of our current committee members or e-mailing Irene at [icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com).

Our final event for 2012 will be a presentation from Tom Vosa, Clydesdale Bank's Chief Economist for Europe. We'll announce the venue and timing of this event shortly but can confirm the date will be Wednesday 9<sup>th</sup> December.

I do hope you will continue to support our events over the coming months and look forward to seeing many of you in Glasgow at conference in December.

Paul Bannon  
Convener



SCFDG Secretariat  
PO Box 2781  
Glasgow, G61 3YL

T/F: 0141 560 4092  
E: [icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com)

Registered Scottish Charity No.  
SC022533

We always welcome suggestions for seminar themes, topics and speakers from all our members. Simply contact

Irene Cameron  
[icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com)  
T/F: 0141560 4092

Or any member of the

For all the latest news and Information on SCFDG, including full details of seminars and network lunches, visit our website at:

[www.scfdg.org.uk](http://www.scfdg.org.uk)

**Scottish Charity Finance Directors Group  
Annual Conference 2011**

**Practical Issues for Charity Finance Professionals**

**Thursday 1<sup>st</sup> December 2011**

9.30 am – 3.00 pm

The Teacher Building, St Enoch Square, Glasgow

**Conference Chair: Gillian Donald**

- |          |   |
|----------|---|
| 0930 hrs | <i>Arrivals and Registration</i>  |
| 1000 hrs | Welcome – Gillian Donald  |
| 1010 hrs | <b>Shared Procurement Services</b><br>Guest Speaker: Ron Hardwick, Procurement Specialist   |
| 1040 hrs | <i>Refreshment Break/Networking</i>   |
| 1110 hrs | <b>Finance Updates</b><br>Guest Speaker: Gillian Donald, Scott-Moncrieff, CA<br><br>Context – current and economic environment<br>Efficiency pressures and opportunities<br>Heightened risks emerging during a recession<br>Expectations of trustees, finance staff and independent scrutineers |
| 1210 hrs | <b>AGM</b>  |
| 1230 hrs | <i>Lunch/Networking</i>   |
| 1330 hrs | <b>Social Media for the Charity Sector</b><br>Guest Speaker: Julia Morrison, SCVO   |
| 1415 hrs | <b>Money Management</b><br>Guest Speaker: Douglas Baillie, UK Head of Deposits, Clydesdale Bank   |
| 1500 hrs | <i>Closing Remarks</i>  |

SCFDG Members: £50 (£10 early bird discount available until 31st October)

Non-members: £125

(registration form overleaf)

**Full conference details available at [www.scfdg.org.uk](http://www.scfdg.org.uk)**

## Practical Issues for Charity Finance Professionals

Thursday 1<sup>st</sup> December 2011

### DELEGATE REGISTRATION FORM

Please complete and return together with payment to I Cameron, SCFDG Administrator, PO Box 2781, Glasgow, G61 3YL  
E: [icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com)

<b>Organisation:</b>	
<b>Address for Correspondence:</b>	
<b>Contact Name:</b>	
<b>Tel:</b>	<b>E-mail:</b>
<b>SCFDG Member: Yes/No (please circle)</b>	<b>Special Dietary Requirements:</b>

SCFDG Member (early bird) – registration received on or before 31st October	£40.00	No:	Total: £
SCFDG Member – registration received after 31 <sup>st</sup> October	£50.00	No:	Total: £
Non-Member	£125.00	No:	Total: £
<b>Total amount payable</b>			<b>£</b>

<b>Delegate (1) Name:</b>	
<b>Designation:</b>	
<b>Delegate (2) Name:</b>	
<b>Designation:</b>	
<b>Delegate (3) Name:</b>	
<b>Designation:</b>	

#### Payment Options:

By cheque, made payable to SCFDG and returned with registration form to I Cameron, SCFDG Administrator, PO Box 2781, Glasgow, G61 3YL  
BACS transfers to Bank of Scotland, 20/22 Shandwick Place, Edinburgh, EH2 4RN Sort Code: 80-11-20 Account No: 00514864 (please e-mail remittance  
advices to [icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com))

Written notice of cancellations available until 31<sup>st</sup> October 2011 and will incur a £20 administration fee. No reimbursement available after 31<sup>st</sup> October 2011.

## Network Lunches

**Thursday 3rd November 2011**

Host: **Douglas Gray, SAMH**

Venue: Brunswick House,  
51 Wilson Street, Glasgow, G1 1UZ

Network lunches are open to members only with a maximum of 12 attending any event. Places are allocated on a first come first served basis. To book your place at an upcoming event e-mail: [icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com)

## Upcoming Seminars

**Wednesday 9th December 2011**

**Guest Speaker : Tom Vosa**  
Chief Economist for Europe  
Clydesdale Bank

Venue & timing to be confirmed

**February 2012**

**Guest Speaker : Martin Gill**  
PKF Accountants  
*"Automatic Enrolment to Pension Schemes"*

Venue & timing to be confirmed

### **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the 17th Annual General Meeting of the Scottish Charity Finance Directors' Group will be held on Thursday 1 December 2011 at the The Teacher Building, St Enoch Square, Glasgow, commencing at 1210 pm.

#### Agenda

- 1 Welcome & Apologies
- 2 Approval of minutes of 16<sup>th</sup> AGM held on 24 February 2011
- 3 Convenor's report on the Group's activities in the preceding year
- 4 Approval of Statement of Accounts and Balance Sheet for the year ended 31 March 2011
- 5 Re-appointment of Independent Examiner
- 6 Election of Executive Committee
- 7 Approval of annual subscription rates for 2012/13
- 8 AOCB

Mike Crerar  
Secretary

## THE BRIBERY ACT 2010

The **Bribery Act 2010** came into force on 1 July 2010 and applies in general terms to charities, as well as charities finding that they may be 'caught up' in the legislation as associates/suppliers to commercial companies. The Charity Commission have updated Chapter 3 of the compliance toolkit mentioned above to include a section (M) on the Act, which also give links to Ministry of Justice (MOJ) and other guidance. There is also quite a body of guidance for charities working overseas. The MOJ guidance lists 6 key principles:

- ◆ Proportionate procedures
- ◆ Top-level commitment
- ◆ Risk assessment
- ◆ Due diligence
- ◆ Communication (including training)
- ◆ Monitoring and review

As with any risk-related issue, the application of the Act will vary from charity to charity, but all charities should give the subject some consideration and, at a minimum, put a policy and related procedures in place. It needs to be kept proportionate, but the temptation to dismiss it as only an issue for, for example, overseas aid agencies needing to oil the wheels of their endeavours. However, the Act also covers, for example, gifts and hospitality, which can be offered, innocently or otherwise, by the smallest of charities.

There is the potential for incurring criminal penalties (fines/imprisonment) but there is also a defence in having demonstrably applied the six principles listed above.

### *Cheques to Stay!*

**The Payments Council announced on 12 July 2011 that cheques would remain as long as people used them and that the deadline of 2018 for their abolition was itself being abolished.**

**See <http://www.paymentscouncil.org,.uk>**

## **The Agency Worker Regulations 2010**

The Agency Worker Regulations 2010 came into force on 1 October 2011 and cover agency workers supplied by Temp Agencies or agency workers supplied via intermediaries. They give agency workers the entitlement to the same basic terms and conditions as comparable employees in the same company. The regulations do not cover the genuinely self-employed individuals working through their own limited liability company, or individuals working on managed service contracts.

### **Entitlements**

From Day One of their employment, agency workers will be entitled to facilities such as childcare, transport and staff canteens, where these are provided to employees of the hirer. They are also entitled to be informed of job vacancies arising within the company.

After a 12 week qualifying period, agency workers will be entitled to the same basic terms and conditions as permanent employees, specifically:

Pay – including fees, bonuses, commissions and holiday pay;

Working time rights – eg any contractual holiday pay over and above statutory requirements;

Entitlement to paid time off to attend ante-natal appointments during working hours.

However, it does not include redundancy pay, profit share schemes, expenses, contractual sick pay or maternity/paternity/adoption pay. In addition, Agency workers will not be entitled to private medical insurance, private use of a company car, salary sacrifice schemes.

### **Must the 12 weeks be continuous?**

No, breaks of six weeks or less will not break continuity, nor will breaks of more than 6 weeks in certain circumstances, for example: sickness, jury service, strikes, statutory time off or where regular employees are not working either (eg Trades Holidays).

### **Who is liable for equality?**

The responsibility for ensuring that an agency worker receives these entitlements lies with the agency, although it is the duty of the hirer to provide the agency with information on their Terms and Conditions and any service-related enhancements the hirer's staff would enjoy.

### **For further information**

[http://www.direct.gov.uk/en/Employment/Understandingyourworkstatus/Agencyworkersandemploymentagencies/DG\\_198913](http://www.direct.gov.uk/en/Employment/Understandingyourworkstatus/Agencyworkersandemploymentagencies/DG_198913)

**Val Tesdale  
SCVO**

### **Executive Committee 2011/12**

**Paul Bannon, Finance Director, Chest Heart & Stroke Scotland (Convener)**

[paul.bannon@chss.org.uk](mailto:paul.bannon@chss.org.uk)

**Mike Crerar, CA, Geoghegans (Treasurer)**

[mike.crerar@geoghegans.co.uk](mailto:mike.crerar@geoghegans.co.uk)

**Tim Hencher, Director of Finance, SCVO**

[tim.hencher@scvo.org.uk](mailto:tim.hencher@scvo.org.uk)

**Fiona Mackersie, Finance Manager, Children 1st**

[fiona.mackersie@children1st.org.uk](mailto:fiona.mackersie@children1st.org.uk)

**Simon Maclaren**

[simon.maclaren@compuserve.com](mailto:simon.maclaren@compuserve.com)

**Lorraine Nichol, Finance & IT Team Leader, Central Scotland Forest Trust**

[lorraine.nichol@csft.org.uk](mailto:lorraine.nichol@csft.org.uk)

## Special Offer for SCFDG members!

Governance Magazine is delighted to offer SCFDG members a £50 discount on two events being hosted to support the Charity Commission's Trustee Week. With this discount a single place costs just £150. Booking is easy and payment can be taken later. Just call Lucy on 202 7189 1208 or e-mail: [lucy.barnes@civilsociety.co.uk](mailto:lucy.barnes@civilsociety.co.uk)

### Governance for the Team at the Top

Date: 3 November 2011

Time: 9.30 am—4.15 pm

Venue: Lindsays, Caledonian Exchange, 19A Canning Street, Edinburgh, EH3 8HE

This is the perfect one-day course to assist your chair, CEO and experienced trustees. Taking full account of Scottish law and regulation, the day looks at the theory of the role of leadership and the practice of how to build effective working relationships. The course has been designed for charities of all sizes and will compliment your experience and the ongoing development of your charity.

### Trustee Training

Date: 7 November 2011

Time: 9.45 am—4.00 pm

Venue: Lindsays, 1 Royal Bank Place, Buchanan Street, Glasgow, G1 3AA

Whether you are new to your role or an experienced trustee needing to brush up on your skills, this one-day course will be invaluable. The course takes full account of Scottish law and regulation, and is designed for charities of all sizes and from all sectors. Delegates will use a mix of governance theory, case studies and practical workshops to navigate through the challenges of being an effective trustee. It is also a rare opportunity to swap notes with other trustees and share ideas that have worked elsewhere.

Would you like to advertise in our e-newsletter?

**For more information contact**

**Irene Cameron**

**t: 0141 560 4092**

**e: [icameron@a-m-s-online.com](mailto:icameron@a-m-s-online.com)**

**This newsletter is sent out for information only and no liability shall be held for any incorrect information contained within. SCFDG members should consult professional advisers at all times before acting upon any information.**