



ERCS BOARD MEETING: MINUTES OF 16 NOVEMBER 2021 - ZOOM

Present: Lloyd Austin Chair (LA), Jackie Erdman (JE), Campbell Gemmell (CG), Aedán Smith (AS), Deborah Long (DL), Juliet Harris (JH) Clare Symonds (CS).

Apologies: Julie Christie Treasurer (JC), Mary Church (MC).

In attendance: Shivali Fifield Chief Officer & minutes (SF).

	Actions
<p>Welcome</p> <p>Trustee check-in</p> <p>Check-in focused on reflections about CoP 26.</p>	
<p>Minute of last meeting - paper 1</p> <p>The minutes of the last Board meeting 21 September 21 (subject to CG's three minor amendments on the trustees' learning/reflection from the AGM) were approved as an accurate record.</p> <p>Decision: The Board approved posting the September minutes, subject to the minor amendments noted.</p> <p>Matters arising</p> <p>Possible training dates for ERCS's two initial sessions on Equality, Diversity and Inclusion have been circulated. It was agreed that we are hoping for as many of the trustees as possible to attend the first session, whereas the second session is not essential.</p>	<p>SF to post approved minutes on website.</p> <p>SF to finalise dates before the end of November and to source the trainer for the 3rd session for late spring.</p>
<p>Executive report – paper 3</p> <p>The Board noted the report and wanted to thank the ERCS team on their outputs over the past couple of months.</p> <p>In summary, the highlights from the last meeting were:</p> <ul style="list-style-type: none"> - a successful AGM, appointment of office bearers for the Board of Trustees and approval of annual accounts - raising our advocacy profile with respect to Aarhus compliance and consolidating our relationships with civil servants from three directorates: environment principles and governance, civil law and legal system, and Human Rights Bill team 	



	<ul style="list-style-type: none"> - consolidating our relationships with civil society organisations, Environmental Standards Scotland, and Scottish Association of Law Centres. <p>Advice service The board welcomed <i>Paper 3a Advice Summary Table</i> of the 31 cases referred to ERCS between May and October. JE asked for clarification on 'N/A' as a descriptor in the 'ERCS's output and enquirer outcomes'. SF will ask Ben to update the paper and provide an explanation.</p> <p>Finance The Chief Officer and Treasurer will review the budget and financial forecast for the 15 February Board Meeting. This will include recommendations for the annual review of pay as outlined in ERCS' Pay, Remuneration and Pension Policy. The priority will be to determine the salary award for April 2022.</p> <p>In addition, and if funds allow, the Operations Group will consider the salary and hours of the Finance and Administration Officer and Advocacy Officer.</p> <p>CS asked for clarification on the current justification for staff salaries. The Board noted that a comprehensive benchmarking exercise was undertaken for all the posts last year and this is now factored into the annual performance and personal development review.</p> <p>Decisions</p> <ul style="list-style-type: none"> - The Board noted the budget, income and expenditure to date and confirmation that ERCS is able to meet its cash commitments for the next three months and a credible budget for the next six months (going concern test). - The Board approved the revised policies for Internal Financial Controls and Procurement. 	<p>BC to clarify 'N/A' description on case summary table and re-circulate.</p> <p>SF/JC to present revised budget and financial forecast for Feb Board Meeting</p>
	<p>Governance</p> <p>Constitution Decision: The Board formally adopted the amended Constitution as approved at the AGM and accepted by OSCR. Lloyd to sign.</p> <p>AGM It was agreed to host the AGM on 27 October either 1-2pm or evening, depending on feedback after consulting with members.</p>	<p>SF to upload revised Constitution on website.</p> <p>All to hold 27 October 2022 as AGM date.</p>



	<p>Staff Handbook</p> <p>The Board thanked the staff team and the Ops Group for their combined effort in producing the Staff Handbook. It was acknowledged that this remains a work in progress but a comprehensive and robust starting point.</p> <p>Additions or revisions to policies will be discussed at the Ops group before coming to the Board for approval.</p> <p>CS particularly commended the Equal Opportunities and Inclusion Policy.</p> <p>LA noted that it would be helpful to have a more detailed process/flowchart on which trustees and when they become involved in grievance or disciplinary processes.</p> <p>Decision: The Board approved the Staff Handbook.</p>	<p>LA/SF to draft flowchart of who and when trustees are involved in grievance or disciplinary processes.</p>
	<p>AOCB</p> <p>CS raised the dilemma of how to challenge judicial decisions which impact negatively on the environment and encourage a new generation of judges with a focus on environmental justice. All agreed this is a challenge that ERCS can partly address through its advocacy programme and outreach to universities and law students. SF has already had some very encouraging conversations with the University of Glasgow, Strathclyde and Dundee.</p> <p>2022 Board meeting dates have been circulated. The Board noted that either Lloyd or Deborah will need to give apologies for the 15 February.</p> <p>Everyone was reminded about ERCS's launch of its Advocacy Manifesto and Call to Action - 8 December 1pm and festive lunch at Stereo, Glasgow - 16 December 2pm.</p>	<p>SF to follow up in New Year on booking RSPB offices for Board meetings.</p>
	<p>The meeting was closed at 5pm.</p>	

These minutes were approved as an accurate record by the Board of Trustees on 15 February 2022.

Signed: Lloyd Austin, Chair