Approved Brokers Community of Practice CIC

Minutes of 2nd online Annual General Meeting held on 16th October 2023 at 7:30pm.

Attendance:

Board	Members
Dawn Ranson, Chair	Emma Bowen
Sandra Campbell Vice-Chair	Sharron Farrell
Lisa Ranson	Anne-Marie Penman

1. **Welcome, Introduction, Apologies**

   The Chair opened the meeting welcoming attendees to the second AGM. Attendee introductions were received. Apologies were noted and recorded from Heather Fraill, Steven Leach and Dianne Theakstone.

2. **Previous AGM Minutes**

   The draft minutes of 2022 AGM were approved by Directors in attendance subject to some typo corrections being made.

3. **Chair's Report, Annual Review/Project Updates**

   The Chair gave an address, and a copy is attached as Appendix A.

   A copy of current project update is also attached as Appendix B.

4. **Financial Report**

   A copy of abbreviated financial information was presented onscreen. It was agreed by Directors in attendance that balance sheet as at 31st May 2023 was a representative of activities and financial transactions carried out by ABC of P for that financial period. A copy of the financial information is attached as Appendix C.

5. **Changes to Constitution**

   Members that were present were asked for their thoughts about changing the constitution to include membership for carers centres who have only completed part of the SQA course. It was suggested that a survey or poll was circulated to all members to gain their views about this.

6. **AOCB**

   There was no other committee business raised.

Appendix A.

Chair's Report 2022 – 2023

I would like to start by acknowledging and thanking our membership and partners over the past year.

I thank our membership for their participation in our members' groups and for their support in developing our Continuing Professional Development content.

A special and sincere thank you to our funders Self-Directed Support Scotland/Community Brokerage Scotland for their financial and practical support throughout 2022 and 2023. Their funding has enabled us to move forward with the development of our community interest company and to set good foundations for its future. In particular, the chair and board of directors extend our appreciation to Anne-Marie Monaghan, Donald McLeod, Jeremy Adderley, and Kayleigh Hirst for their work in supporting us. We genuinely look forward to continued collaboration between our organisations and to building a closer business relationship, as we work to further develop our community interest company's future framework, membership, benefits, support, and resources.

I would like to acknowledge and thank the work of our Board of Directors, both past and present, particularly to Michelle Robertson a ABCOP founding member who resigned her board directorship this summer. We are pleased to welcome 3 new directors to our board in 2023 and more information about them will be circulated in our next members' bulletin.

A huge thank you also to Jenny Reekie at Flying Underground for her help in exploring and setting up our online, on-demand bite-sized training.

In terms of major achievements for the ABC of P over the past year, there have been several. These include significant development of our:

- Finances – secured a further year's funding from SDSS/CBS.
- Governance – policies and procedures are in place.
- Website – benefits and members' only area both in progress.
- Members' Portal – collaboration with Community Brokerage Scotland undertaken.
- Learning Opportunities – bite-sized, external training subscriptions are in place.

- Skills Auditing – board training and development undertaken.
- Resources – building links and library in progress.
- Membership – new members incorporated and continuing to grow.
- Board of Directors growing in numbers and skills diversity training identified.

The introduction of a collaborative membership portal alongside Community Brokerage Scotland will be an exciting addition to our current members offerings. It is hoped that this will enable us to offer more real-time connections and interactions for our members.

The Board has carried out financial costings review and a directors' skills audit, and these have helped our board to identify both strengths and weaknesses in our finances, governance, and operations. Strategies to exploit our strengths and support our weaknesses will be included in our business plan for the next year. Securing funding for our core activities as well as devising quality ABC of P materials to provide an income will be a priority for the board. We expect to complete our current SDSS/CBS development project in April 2024. The ABC of P is actively seeking to find new funding opportunities and to build sustainable funding streams for the future to create a secure financial framework.

With the addition of new directors and board members we will be moving forward on producing content and marketing and promoting the ABC of P throughout Scotland. One exciting area of focus will be developing a bespoke internal community broker role handbook and training package to include on-demand video scenarios and more opportunities for in-depth CPD.

Other areas of interest will include building our professional mentoring service/session, supporting members to build connections, locally and nationally. Our board will devote time and resources to keeping abreast of future changes in the landscape of community brokerage so that we can best reflect the development and support needs of our membership.

Finally, our vision for the ABC of P for 2024 and beyond is:

- To promote consistent practice across Scotland in the delivery of high-quality brokerage.
- To work towards ABC of P members being recognised across Scotland as the "gold star" of community brokerage.
- To build a strong membership where everyone is equal, valued, and respected.
- To build a supportive network where all members learn from each other.

- To focus on encouraging people requiring brokerage to actively seek out an ABC of P member.

Appendix B.

Project Update SDSS / CBS

Our current 2-year development project in collaboration with Self Directed Support Scotland and Community Brokerage Scotland is due to end in 2024.

The purpose of this project was to start developing the Approved Brokers Community of Practice CIC in line with our own and our partners funding goals. This included governance, increasing membership and sourcing membership benefits, creating resources, and continuing professional learning and development opportunities for our members. This would be linked to our existing ABC of P website and its members only site and subsequently to a portal hosted by Community Brokerage Scotland.

Year 1 of the project was successfully completed in April 2023 and Year 2 will end in April 2024.

Year 1 funding for the project was £8,000. Year 2 was the same amount making total funding received for development to date £16,000.

Our goal for year 1 was to make progress on the members' only site and to develop, create content for and trial learning resources for our members. I am pleased to say that year 1 of the project hit its phase targets and came in on budget. The on-demand, online learning was successfully trialled at last year's SDSS conference and very good feedback was received from participants at the event.

I am pleased to say that year 2 goals including growing our membership are progressing well, and a more detailed update of our activities will be included in the next members' bulletin circulated at the end of this month.

There are some exciting new areas to focus on which we hope will help members with their continuing professional development and their day-to-day community brokerage practice.

It is hoped that our members portal will be operational and available for trialling by members at the end of the project in April 2024. The members portal should enable easier connections to be made between our members in different areas so that they can share their experiences and knowledge with each other.

Our membership has continued to increase with new members joining following successful completion of their SQA qualifications.

Appendix C.

Registered Number: SC699407

Approved Brokers Community of Practice CIC

Unaudited financial statements for the year ended 31 May 2023

Income statement

	2023	2022
	£	£
Other income	8,000.00	0.00
Consultancy costs	(2,305.00)	0.00
Other charges	(5,525.04)	0.00
Tax	(32.11)	0.00
Profit or (loss)	**137.85**	0.00

Balance sheet

	2023	2022
	£	£
Current assets	169.96	0.00
Creditors: amounts falling due within one year	137.85	0.00
Net current assets/(liabilities)	137.85	0.00
Total assets less current liabilities	137.85	0.00
Net assets	137.85	0.00
Capital and reserves	137.85	0.00

For the year ending 31 May 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts were approved by the board of directors Monday, 16th October 2023 and are signed on behalf of the board by:

Dawn Ranson, Chair

Notes to the accounts

Average number of employees During the year 2023 was 0 (2022: 0).

Notes to Accounts

For the period ended: 31st May 2023

1. Accounting Policies

Basis of measurement and preparation of accounts

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover Policy

Turnover represents amounts chargeable in respect of the turnover shown in the profit and loss account represents revenue recognised by the company in respect of goods and services supplied during the period, exclusive of value added tax and trade discounts.

Government Grants

Turnover includes amounts received from any bodies in the form of grants.

2. Members' Liability

The Company is a private company limited by guarantee and consequently does not have any share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in event of liquidation.