

Trustees' Annual Report for the period

EDINBURGH, LOTHIAN AND BORDERS BRANCH

ROYAL AIR FORCES ASSOCIATION

(Branch Number: 0217)

(Website: www.edinburghrafa.org.uk)

(Facebook: RAF Association - Edinburgh, Lothians and Borders Branch)



Period start date			To	Period end date	
Day 01	Month 01	Year 2019		Day 31	Month 12 2019

Section A Reference and administration details

Branch name

Edinburgh, Lothians and Borders

(referred to hereinafter as either the "Branch" or the "Charity")

Other names / number Branch is known by

Registered charity number (if any)

SCO001190

Branch's principal address

(principle address for Charity Regulator purposes)

46, Main Street

Pathhead Midlothian

EH37 5QB

Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee) – at Annual General Meeting 25 February 2019

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert William Bertram MBE	Branch Chairman/Trustee, Interim Membership Secretary/Facebook Admin/GDPR Lead		Members, ratified at Annual General Meeting
2	Susan Kidston	Committee/Trustee, Secretary/Wings Organiser & Area Councillor & RAFA Trustee		ditto
3	David Prior	Committee/Trustee Treasurer & Branch Webmaster/ Newsletter Production		ditto

4	George Prentice BEM	Committee/Trustee & Honorary Welfare Officer/Branch Standard Bearer/Area Caseworker & Area Befriender	Co-opted as Branch Vice Chairman 11/6/2019	ditto
5	George Megahy	Committee/Trustee		ditto
6	Sue Gillott	Committee/Trustee & Social Secretary		ditto
7	Stuart Baker	Committee/Trustee & Veterans Breakfast Clubs Liaison/Area Befriender		ditto
8	Jeff Bailey VR	Committee/Trustee & Air Cadet Liaison Officer	Co-opted as Trustee & Air Cadet Liaison Officer (ACLO) 29/8/2019	ditto

Names of any other (non Trustee) roles for the Branch (termed 'Active Committee Supporters')

Name	Branch Role
Rev. William Mounsey	Branch Chaplain & Branch Life Vice President
James Scott MBE	Branch Life Vice President
Hamish Reid	Branch Assistant Honorary Welfare Officer/Area Caseworker/Befriender
Emma Kidston	Branch Newsletter Editor
Shiela Laramore	Branch Media/PR

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Norman Steven CA	(on file)
Law Advisers	Shepherd & Wedderburn LLP	Saltire Court, 20 Castle Terrace Edinburgh EH1 2ET

Section B Structure, governance and management

Description of the branch's trusts

Type of governing document (e.g. trust deed, constitution)	Royal Charter, Rules, Bye-laws, Area and Branch Regulations of the Royal Air Forces Association. Royal Charter originally granted 1952 and renewed 2016)
How the Branch charity is constituted (e.g. trust, association, company)	Unincorporated association
Trustee selection methods (e.g. appointed by, elected by)	Nominated and Elected by the branch membership at Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the branch's organisational structure and any wider network with which the charity works;
- relationship with any related parties (including branch club);
- trustees' consideration of major risks and the system and procedures to manage them.

<p>Charity's organisational structure The charity is an independent branch of the Royal Air Forces Association which is a Royal Charter body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 ("the Association"). The Association has many branches all of which share the same charitable object and purpose as the Association and are subject to the same constitution.</p> <p>Trustee recruitment, induction and training <u>RECRUITMENT</u> Recruitment for branch volunteers, including Committee/Trustees is carried out by internal membership communication, Website, Facebook</p>
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- **Membership as at 04/02/2020**
 Ordinary – 154 (30.1%)
 Associate – 31 (6%)
 Life Members – 143 (28%)
 Serving – 181 (35%)
 Honorary – 4 (0.8%)
Total = 515 (-5 from end 2018)
- Lapsed Members = 80% Ordinary, 20% Associate

Page, local and other media and RAFA Volunteering Advertising service. Those RAFA Branch members wishing to serve as Committee/Trustees are required to be nominated and seconded by members who must be members of RAFA and the Branch. The supported nominations will be put to the Annual General Meeting of the branch which takes place in February. It should be noted that no other external individuals or organisations are permitted to appoint/nominate a Committee/Trustee.

All trustees (post AGM elections) will complete an OSCR Trustee Declaration and a Branch Conflicts of Interest Declaration; in addition to signing the RAFA Form1056 (Annual Branch Governance and Assurance Return).

Guidance and Information about the role of a Charity Trustee, Charity Law in Scotland and the requirements of the Association's Governing Documents (including Financial) are readily available on the Branch's Governance Section of its Website. Trustees when completing the RAFA Form1056 complete a section confirming that this information has been brought to their attention and how to access it. Various training opportunities are available for Branch Trustees; either from RAFA resources or from sources identified by the Branch Trustees.

Risk management

It should be noted the Branch Committee/Trustees are committed to '**Succession Planning**' on an on-going basis. This aspiration is designed to refresh and add to the collective skills and experience of individuals for the benefit of the Branch, the RAF Association and its beneficiaries.

The branch follows RAF Association Policy and guidelines with regard to **Data Protection** & has developed its own **GDPR Policy** to compliment and support the Association policy for

branch purposes.

Registered ICO Data Controller for 'non-member' data protection management and permissions

The branch follows RAF Association Policy and guidelines with regard to **Health & Safety** & has developed its own H&S Policy to compliment and support Association policy for branch purposes.

Swot & Pest Analysis

The Chairman and Vice Chairman carried out linked 'Strengths, Weaknesses, Opportunities, Threats' and 'Political/Legal, Socio/Cultural, Economical, Technological' analysis in June 2019. This as a risk management tool for the consideration of the branch Committee/Trustees and action as necessary.

Current Challenges and The Future

Carrying on from 2018, 2019 has provided many challenges relating to the RAF Association with potential impact on its branches:

- 'One Member, One Vote' – resolution fell at Annual Conference 2019 (this branch voted against).
- Report on 'One Charity' approved by Conference for further development during 2019 (this branch voted against).
- One Charity 'project' supported by RAFA Council; but an interim 'Bognor Resolution' will be put to Conference 2020 for approval.
- With E&W Welfare Review completed and recommendations put in place; a S&NI Welfare Review outcome is awaited at the time of writing this report.

Summary of the objects of the branch set out in its governing document

Object

The object for which the Association is established is to promote, through comradeship engendered by its members, the welfare by charitable means of all serving and former members of Our Air Forces, their spouses and dependents, together with the widows, widowers and dependents of those who died whilst serving or subsequently.

Purpose

The RAF Association is a membership organisation and registered charity that provides support to the RAF Family.

The Association exists in the recognition that RAF personnel and their immediate families dedicate their lives to their country, and to ensure that such sacrifice does not result in suffering, poverty or loneliness.

Summary of the main activities undertaken for the public benefit in relation to these objects

Welfare

The Branch Welfare Officers (who are also Area Caseworkers) continue to ensure that those welfare cases allocated to the branch are undertaken in as prompt and caring manner as possible. It should be noted that some cases in our branch area are allocated to "Area Caseworkers", however the important point is that they are dealt with and our "RAF Family" receive the help they need. As a branch, we have covered over 2100 miles during 2019, making 53 face-to-face visits and also some 239 contacts via telephone, email etc. We have facilitated almost £34,000 in funding with a further £19,000 granted during 2019 but not yet taken up with beneficiaries whilst they await work, such as installation of wet rooms or stairlifts, to be completed.

One particular case our branch welfare officer very successfully delivered on during 2019 (with the help of other members of the branch); was a very urgent situation involving a couple living in Malta. Due to ill health of the non ex RAF husband, arrangements had to be made for not only his welfare but also his wife (ex RAF). Arrangements had to be made for temporary accommodation in the UK and at the same time support the couple as they had to change their planned lives by removing themselves back to the UK. A very successful outcome for all involved and one that required much time and effort from all those in close support; mainly our branch welfare officer.

Office of the Scottish Charity Regulator (OSCR) Public Benefit Statement

The Trustees are aware that "Public benefit in a charitable sense is only provided by activities which are undertaken to advance an organisation's **charitable purposes**."

Additional details of objectives and activities (Optional information)

(extract from RAF Association Rules & By-laws)

Policy

The Association shall be democratic, non-sectarian and non-party political and shall not be affiliated, directly or indirectly, to any sectarian organisation or to any political party or party organisation or staff organisation. In no circumstances shall the Association or any of the Area Councils, Regional Committees or Branches publicly express any views in connection with any political or industrial dispute or engage in any activities in connection herewith.

Guidance on permissible activities is available from the 'Office of the Scottish Charity Regulator (OSCR)'. You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

In addition to RAF Association Governance, including Policies and Guidance; the Branch has developed additional policies/guidance where the Trustees feel these will enhance and support the Association in a form more suitable for branch operation. Currently these include;

- Branch Conflicts of Interest Policy
- Branch GDPR Policy
- Branch Funding Policy
- Branch Lapsed Member Policy
- Branch Health & Safety Policy
- Branch Investment Policy

These policies are approved by Committee/Trustees and recorded in the minutes of the relevant Committee meeting.



Mixed RAFA, RAF, RAFAC and 4 legged support for Battle of Britain Wings collection September 2019; High Street Edinburgh

Section D

Achievements and performance

- The award of a British Empire Medal (BEM) to Committee/Trustee member (and Honorary Welfare Officer) for services to the Royal Air Forces Association and local charities.
- Through the commitment of the Branch Honorary Welfare Officer & Assistant Honorary Welfare Officer (both accredited Area Caseworkers); a creditable number of welfare cases resulting in good outcomes for the beneficiaries.
- The Branch Standard Bearer and other Committee Members attend funerals at the request of families and other organisations.
- Completion of: IGGA "Introduction to Good Governance Award" (IGGA) (Scottish Good Governance Standard) – awarded on Voluntary Assessment & Verification. 2020
- Members of the branch, with the assistance of other service organisations marked 2019 Remembrance by laying 10 wreaths, at least one in every local authority constituency within the branch territory; and attended the National Remembrance Day event in Edinburgh, also an Armistice Day Remembrance ceremony at large defence company in Edinburgh and laid single poppies on 7 RAF war graves in Dalkeith cemetery (an annual informal event).

- Individual Trustee training and visit to RAFA HQ in Leicester by small group of Trustees to discuss various issues currently affecting branches.
- Attendance at both Scotland & NI Area Conference in Northern Ireland and RAFA Conference in Birmingham; ensuring our members have input into the decision making process of the Association. The opportunity to attend various training seminars is also taken up i.e. Governance, Fund-raising, Finance etc.
- Development of branch partnerships initiative by appointing a volunteer Air Cadet Liaison Officer (aclo) to enhance the already active RAF Air Cadet contact with 17 local squadrons within the branch area.
- Annual Church Service with partner Church of the Good Shepherd Murrayfield Edinburgh.
- Attendance at Scottish National Air Show at East Fortune & 603 Squadron (City of Edinburgh) RAuxAF Open Day ; both annual events giving opportunities for fund-raising, raising profile of RAFA/Branch for membership and comradeship purposes.
- Continuing enhancement of Branch Communications via Website, Facebook, Skype, email and distribution of approximately 2,000 quarterly branch newsletters annually.
- Continuing to trial 'virtual meetings' i.e. routine branch business carried via email with significant issue decisions being recorded in next quarterly face to face branch minutes.
- Progressing 'succession planning' with significant changes planned for 2020.
- The branch has been part of an ongoing trial of a RAFA Branch Admin Portal for the last 2 years and this is now in its final testing mode. This administrative tool will enhance the ability of branch officers to access up to date membership details, contact members and have current access to other RAFA information.

Summary of the main achievements of the branch during the year

- **Partnerships (the branch continues to develop its partnerships for the mutual benefit of all)**

17 RAF Air Cadet Squadrons (ATC) – with an allocated Trustee as Air Cadet Liaison Officer (aclo)

Church of the Good Shepherd Murrayfield Edinburgh – annual church service and other suitable events

603 (Edinburgh) Squadron Royal Auxiliary Air Force

A number of Veterans Breakfast Clubs located within the branch area (donations and assisting with advertising their events)

- **Governance:** including IGGA (Introduction to Good Governance Award) – accredited by Dundee Voluntary Action Group (DDA) to Scotland's Charity Quality Standard- a self assessment process requiring assessment and verification of 12 evidence based criteria; to the Scottish Standard

Currently awaiting formal confirmation and verification and presentation of award in May 2020

- **Valuing Volunteers**

During each year the Committee considers and recognises individuals who have committed to and served the branch and its object outstandingly. In 2019 our late Branch Secretary Brian Fox was awarded a posthumous 'Midlothian Council Inspiring Volunteers Certificate' as part of Volunteering Week 2019.

- **Trophies**

Group Captain Marvin Trophy – awarded to the local air cadet squadron for largest RAFA Wings collection contribution. The runner-up is awarded the FltLt Marvin Bear.

Brian Fox Memorial Trophy – awarded to the the local air cadet squadron that the Trustees believe has contributed most to the support of the branch and RAFA over the year.

- Membership of Scottish Council for Voluntary Organisations (SCVO), membership no. 5611



Visit to Abbotsford House (home of Sir Walter Scott) Melrose Scottish Borders

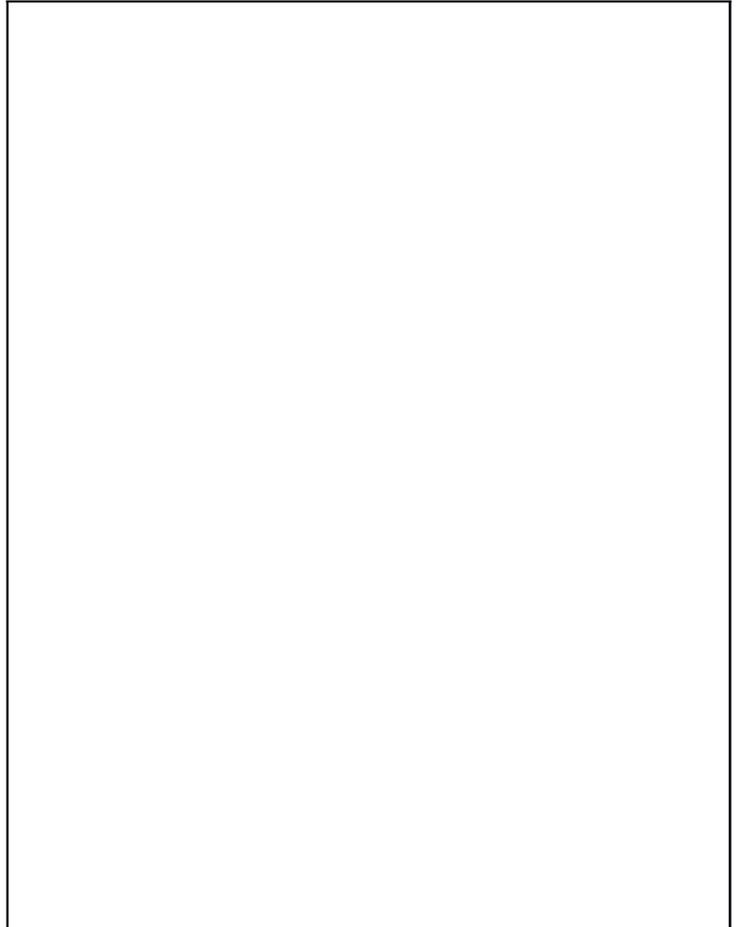


Annual Church of the Good Shepherd service, Murrayfield Edinburgh



Armistice Day remembrance, Leonardo MW Ltd, Crewe Toll Edinburgh.

– this to benefit from the advice, guidance and support provided to Scottish charities; including a limited free legal advice service.



Section E Financial review

Brief statement of the branch's policy on reserves

The approved Branch policy on reserves is as follows:
“The invested money and General Account balance as of the beginning of each financial year is assessed by the Branch Treasurer who will make a recommendation as to the projected available funds for branch activities; *with reserve funds sufficient to sustain the Branch for a minimum period of 6 months*”.

Details of any funds materially in deficit

The Branch Committee/Trustees have agreed that any “operational difference” between Income & Expenditure should be viewed as evidence of effective use of charity funds ; *and not a 'deficit' as such*.

Further financial review details (Optional information)

Holland Bequest – a very kind and thoughtful bequest from two of our late branch members. Although not specifically restricted in the will/bequest; the Trustees have recognised that our 'social/comradeship' events were very much behind the bequest. Therefore these are flexibly ring-fenced within our investments for such purposes.

You **may choose** to include additional information, where relevant about:

- the branch's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the branch;
- investment policy and objectives.

As a branch we adhere to the Code of Fundraising Practice set out by the Office of the Scottish Charity Regulator (OSCR). Our Trustees and members have visibility of OSCR's Fund-raising Guidance for Charity Trustees and e-links are published on our Branch website along with other governance documentation, including annual accounts.

- The branch provided various 'social type events' including outings, local veteran comradeship gatherings and luncheons throughout the year ("**RAFA OBJECTS EVENTS**") (**Objects being the overall objects of RAFA**)

NOTE:

"These events are not 'Social Events' in the strict sense of the word, but in terms of charitable purposes will be occasions when Members of the RAF Family (beneficiaries) can be supported by the branch 'providing' events that give an opportunity by their very nature for Friendship/Comradeship, Alleviating Loneliness, physical and mental health well-being i.e. 'General Welfare'.

- 2 significant donations to alleviate need by RAF Family beneficiaries. One contributing to a multi agency effort to ensure a recently orphaned family was kept together, the family home made habitable, the 18 year old taking the role of adult being supported and a family respite break provided.
In addition, provision of 4 Riser Chairs for regularly attended Veterans Centre in Midlothian.
- Branch Investments (apart from working funds in bank accounts) have been lodged with the RAF Association's "CHQ Managed Account & CHQ New Court Fund" (details available on branch website under 'About Us - Finance')

Section F

Other optional information

Brief history of the RAF Association

In 1929, in the Sergeants Mess at RAF Andover; Vernon Goodhand, Joe Pearce and Warrant Officer Bartlett met to discuss the formation of a single organisation dedicated to the welfare of serving and ex-serving RAF personnel – one which could replace the many smaller organisations that had grown to keep former servicemen and women in touch since the of the First World War.

By 1930 a provisional committee had been formed called '**Comrades of the Royal Air Forces Association**' (CRAFA) and the first general meeting of the new organisation took place in the Queens Hotel Leicester Square London.

Air Ministry support for CRAFA came in 1933 when the Air Council officially recognised the organisation with Lord Trenchard accepting the Presidency. In 1936 King George V gave his patronage – and the Association has been honoured with Royal Patronage ever since.

'The Women's Royal Air Force Old Comrades (created in 1919) re-formed and opened its membership to all ranks of the new female air service. In 1941 the two Old Comrade organisations for airmen and airwomen merged, resulting in a combined membership of nearly 20,000 (currently in 2019 around 70,000). In 1943 the organisation's name was changed to the 'Royal Air Forces Association', a National Council was formed the charities present structures were laid down during the remaining wartime years and beyond.

The Edinburgh Branch (as it was) originates from the Comrades of RAFA.

A Royal Charter was approved by the Privy Council, signed by HM Queen in 1952 and renewed in 2016.

Outline of the Edinburgh, Lothians and Borders Branch

With a branch territory covering the whole of the South East of Scotland and with current membership of 515, maintaining contact with them (and others who support us) and keeping them informed and engaged is a formidable task for the Branch Committee/Trustees.

However; we believe our quarterly branch newsletter, website, Facebook page, use of SKYPE when appropriate (winter months), email, social activities, visibility at public events, wings fund-raising and welfare delivery reaches out to our widespread serving and veteran community.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the branch's trustees

Signature(s)	<i>R.W. Bertram</i>	
Full name(s)	Robert William Bertram	
Position (e.g. Secretary, Chair, etc.)	Chairman	

Date 05/02/20



RAFA (supported by Branch) National Scottish Air Show, East Fortune 2019



SCVO

