



## **Minutes of the meeting of the TSI Board, 22nd July 2025, Teams**

**Present** – Nicola Porciani (NP), Nicola Hackett (NH), Alison Gildea (AG), Luke Winter (LW), Hilary Pearce (HP), Takki Sulaiman (TS) - CEO, Lauren Martin (LM) - Business Manager

### **Welcome and Apologies**

Apologies were received from Michelle Mundie. The chair, NP, advised of late arrival so it was agreed that NH would begin the meeting.

### **3.Declaration Of Interests**

HP requested the form to make an update. LM to send.

### **4. Minutes of the Last Meeting**

The actions from the previous meeting were reviewed and agreed as accurate by all present. TS noted that the TSSA area plans had not been attached as an appendix to the CEO report and agreed to circulate these after the meeting. Approval was proposed by NH and seconded by AG.

### **5. Standing Items**

#### **5.1 CEO Report (TS)**

TS presented the CEO report covering activities from 22nd April to 15th July 2025. Highlights included ongoing policy engagement by TSI Scotland with key political figures to advocate third sector roles in public service reform and population health strategies. Preparations for the TSI national conference scheduled for October 2025 are underway, featuring operational improvement, policy discussions, and networking opportunities.

Concerns were noted regarding Argyll and Bute Council potentially establishing a competing funding platform, with TS intending to raise collaboration opportunities directly with the Council CEO. Internal HR service gaps are being addressed through collaboration with Glasgow GCVS and discussions with LiveArgyll to create a responsive, shared HR service.

Progress on the Communities Mental Health and Wellbeing Fund was reported, including plans for multi-year funding arrangements. TS confirmed the TSSA area plans were completed and strategy review tender evaluations have identified a preferred bidder, SKS, pending due diligence. The Four-Day Week initiative's evaluation is ongoing, with recommendations expected shortly. Updates were also provided on the Community

Directory refresh and activities led by the Wellbeing Development Manager to promote community health and physical activity initiatives across Argyll and Bute.

LW queried the practicalities of devolved funding within communities, emphasising the need for clarity around national funding models. TS responded, stating the TSI could act as a conduit for managing devolved funds and suggested that other anchor organisations could potentially manage additional devolved resources, cautioning against allocating these responsibilities to local government. AG raised concerns about the burdensome application process for the CLLD fund, noting it deterred reapplication. TS agreed to circulate the related policy document in August and recommended that the TSI challenge the LAG, proposing that TSI should ultimately manage this fund.

TS highlighted the strategic alignment with both the LiveArgyll restructure and the ongoing TSI strategy review, noting the importance of clarifying roles and responsibilities within these processes.

*(NP arrived and took over chair)*

NP requested the addition of data security risks associated with holding applicants' bank details to the risk register. TS reassured the meeting that data is securely encrypted but agreed to formally add this risk to the register.

## **5.2 Management Accounts**

TS presented the Q1 Management Accounts for the period ending June 2025, highlighting a deficit of £11,071, which was better than the budgeted deficit by £4,560. Total reserves decreased slightly to £546,376. Income exceeded expectations, with modest improvements across various streams. Expenditure remained broadly aligned with budgeted figures, with minor variances noted in direct and overhead costs. The draft budget for 2025-2026 forecasts an approximate deficit of £84,242, primarily due to anticipated reductions in grant income and increased administrative costs. TS indicated ongoing work to reduce this deficit and emphasised careful financial management aligned with the strategic planning process.

HP noted that the first quarter financial position was healthy and sought clarification on two income items:

1. The £250 rental income listed under Inveraray Hub, asking whether this related to sub-letting, considering the rent expenditure of £4,114.
2. Whether the £500 ACHA Community Action Fund income listed under the VOY column was separate from, or duplicated, the £500 from grants and donations in the same column.

LM confirmed that the £250 was indeed rental income from the hire of the hub by non-members and the private sector, charged at £100 per full day and £50 per half day. LM also clarified that the £500 from ACHA was additional and distinct from other grants and donations, explaining both entries represented sponsorship income for the VOY Awards from HSCP and ACHA.

HP also highlighted the projected deficit and noted the availability of reserves, prompting the board to consider how long they intended to continue drawing down reserves. TS clarified the current reserves policy was to maintain reserves equivalent to one year's operating costs and indicated that LM would undertake a review of this policy, with findings presented at the next board meeting.

NH asked about plans for income generation. TS indicated this was expected to emerge from the new strategic planning process, mentioning ideas under discussion, such as a tiered membership model and an 'All Argyll' fund leveraging wind farm contributions, potentially generating management fees. AG suggested exploring the recruitment of a "grant writer," which could support the sector and serve as a potential income-generating opportunity.

### 5.3 Business Management report

LM presented the Business Management Report, highlighting key achievements including the successful Volunteer of the Year Awards, which saw record nominations (198) and attendance (over 155 guests), significant media coverage, and positive community feedback. The Inveraray Hub's building warrant has been extended, with planned works awaiting commencement.

Upcoming funding initiatives, including the ABCAN Seed Fund and the Community Mental Health and Wellbeing Fund, are progressing well, featuring enhanced application processes. Policy review activities were paused due to event demands but are now prioritized for the next quarter.

Operationally, compliance activities such as pensions re-enrolment and PVG submissions are up to date. The report also noted significant growth in social media engagement and improvements in targeted email marketing, with plans in place to continue refining these strategies.

### 6.1 Staff Recruitment and Retention – Four-Day Week Pilot Review

TS presented a comprehensive review of the Four-Day Week (4DW) pilot, highlighting significant improvements in staff wellbeing, productivity, and job satisfaction. Data collected from internal surveys, global research studies, and regular one-to-one sessions indicated positive outcomes, including reduced stress, improved work-life balance, and higher confidence in workload management. No adverse impacts on organisational performance or service delivery were identified. The Board discussed implementing a satisfaction survey to gauge sector perceptions of TSI service levels. LM proposed using Microsoft Forms distributed by TSSAs after providing support. All Board members expressed satisfaction with the pilot results, agreeing to continue the Four-Day Week arrangement subject to annual review.

### AOCB

Nothing raised.

### Actions

| Action Item | Description                                                  | Responsible Person | Status (RAG) |
|-------------|--------------------------------------------------------------|--------------------|--------------|
| 1           | Area plans to be circulated                                  | TS                 | Green        |
| 2           | LM to send HP the declaration of interests form for updating | LM                 |              |
| 3           | TS to formally add the data security risks                   | LM                 |              |
| 4           | LM to continue policy review in particular -reserves policy  | LM                 |              |

