



**Minutes of ZERO WASTE SCOTLAND Board Meeting on Thursday 12 March
2020 at 9:30am via Conference Call**

For publication

On Call: Vic Emery (VE), Director, Member and Chair
Iain Gulland (IG), Director and Chief Executive (CEO)
Morag MacDonald (MM), Director and Member
Gerard O Sullivan (GO), Director and Member
Janet Swadling (JS), Director and Member
John Watt (JW), Director and Member
Helen Wollaston (HW), Director and Member

In attendance: Jill Farrell (JF), Chief Operating Officer (COO)
Louise Smith (LS), Director of Transformation (DT)
Andrew Dick (AD), Head of Organisation Transition (HT)
Stephanie Seath (SS), Executive Assistant (Minutes)

Apologies: Lynn Murray (LM), Chief Finance Officer (CFO)

Item	
1.	Apologies
20.03.1.1	Lynn Murray submitted her apologies.
2.	Minutes of the previous meeting
20.03.2.1	The minutes of the meeting held on 21 November 2019 were approved as an accurate record of the meeting.
20.03.2.2	The minutes of the AGM held on 21 November 2019 were approved as an accurate record of the meeting.
3.	Matters Arising
20.03.3.1	None.
4.	Declaration of Interests
20.03.4.1	There were no declarations of interest.
5.	Health and Safety
20.03.5.1	The CEO updated the Board on the Business Continuity Plan following the outbreak of COVID 19.
20.03.5.2	The Board discussed the plan and requested the chain of command be clearly defined and circulated to the Board.

Item	
<p>6.</p> <p>20.03.6.1</p> <p>20.03.6.2</p> <p>20.03.6.3</p> <p>20.03.6.4</p> <p>20.03.6.5</p> <p>20.03.6.6</p> <p>20.03.6.7</p> <p>20.03.6.8</p>	<p>Chief Executive's Report</p> <p>The CEO spoke to his report and invited comments and discussion from the Board.</p> <p>Chief Finance Officer Recruitment - The CEO updated the Board on the successful appointment of an interim Finance Director.</p> <p>Net Zero Plan – The CEO provided an update on the revised Net Zero Plan following comments from Board Directors and staff. Workshops have begun with public bodies to support them develop their own Net Zero Plans and the aim is to launch our Plan formally in April.</p> <p>The Board requested the Plan be promoted as both an exemplar and a template for other organisations to achieve Net Zero. The Plan is to be highlighted in the Operating Plan for context for Board Directors and be reported on at each Board Meeting.</p> <p>It was requested the evidence for switching to non-dairy be reviewed to ensure sustainability.</p> <p>Conference of the Parties (COP) 26 – A proposal for Zero Waste Scotland's involvement in COP 26 was circulated to Board Directors. The Board discussed the opportunities to showcase examples of innovation and our wider progress on the circular economy. A log of all projects is to be collated along with key information the Board can share.</p> <p>International Strategy – The Board Directors were asked to forward any comments on the International Strategy.</p> <p>Approved:</p> <ul style="list-style-type: none"> • <i>The Net Zero Plan is approved by the Board and will be launched subject to comments.</i>
<p>7.</p> <p>20.03.7.1</p> <p>20.03.7.2</p> <p>20.03.7.3</p> <p>20.03.7.4</p>	<p>Financial Report</p> <p>The CEO spoke to the report and the Board discussed the considerations highlighted. Consultants have been procured to develop a suite of management information reports as outlined in the previous Board Meeting and our new auditors will shortly commence preliminary work ahead of the year end audit. The Board requested more information surrounding forecasting which will be addressed in the revised reports.</p> <p>RESERVED</p> <p>RESERVED</p> <p>Approved:</p> <ul style="list-style-type: none"> • <i>The Standard of Living Pay Increase is approved by the Board.</i>
<p>8.</p> <p>20.03.8.1</p>	<p>Audit & Risk Committee Report</p> <p>The CEO spoke to the report and invited discussion from the Board.</p>

Item	
20.03.8.2	The risk posed by COVID 19 is being considered with a series of measures being taken to mitigate the impact. This shall continue to be monitored.
20.03.8.3	A risk-appetite workshop shall be arranged with the Board Directors which will include an assessment of our corporate risk register.
20.03.8.4	Deposit Return Scheme – The COO updated the Board on progress to date, focus of activity, timescales and next steps. The Board requested more information on seconded team members returning into the business.
20.03.8.5	<p>Approved:</p> <ul style="list-style-type: none"> • <i>the Corporate Risk Register was approved.</i>
9.	Operating Plan 2019-20
20.03.9.1	The HT updated the Board on the Operating Plan for 2019-20 confirming this report shall be included in the suite of management information reports being reviewed.
10.	Operating Plan 2020-21
20.03.10.1	The HT spoke to the report which incorporated comments following recent feedback with Board Directors. Future reports shall highlight key actions being taken in line with our strategic objectives.
20.03.10.2	The HT updated the Board following a request from our Energy funder to incorporate additional activities in our Operating Plan for 2020-21. The Board discussed the implications and opportunities. HT to have further discussion with JW.
20.03.10.3	<p>Approved:</p> <ul style="list-style-type: none"> • <i>the Operating Plan 2020-21 was approved by the Board.</i>
11.	Building Engagement Capacity
20.03.11.1	The COO spoke to the report updating the Board on the progress to implement enhanced support and requested feedback on the recommended options to develop a strategic partnership approach across the organisation. The Board discussed the opportunities to influence sectors requesting clarity on partnerships.
12.	People Transformation
20.03.12.1	The DT spoke to the report and invited discussion.
20.03.12.2	RESERVED
13.	European Regional Development Fund
20.03.13.1	The report provided an update to the Board on progress with the European Regional Development Fund (ERDF) programme. The Board were asked to note the update.

Item	
14. 20.03.14.1	Any other business There was no other business.