SHARED CARE SCOTLAND
ANNUAL GENERAL MEETING
STIRLING COURT HOTEL STIRLING
ON THURSDAY 5 DECEMBER 2025

Present (Board)	Amanda Clark, Kate Hogarth (Chief Executive) Christopher Hooper (Board Secretary), Margaret Petherbridge (Deputy Chair), Laura Bannerman (Chair), Lorna Gibson, Moira Oliphant
Present (Members)	Amanda Clark, Scott Fissenden
Apologies (Board)	Adam Dearnley
Apologies (Members)	Gail Aitken, Rukhsana Ali, Claudine Brindle, Philip Bryers, Adam Dearnley. David Eade, John Leggate, Kirsty MacKenzie, Fiona Robson, Tommy Thomson
In attendance:	Chris Hooper (Head of Operations), Kate Hogarth (CEO), Francesca Ianni (Communications Assistant), Nicola Lockwood (Short Breaks Fund Grants Officer), Amy McKinnon (Respitality Co-ordinator), Jenni McNab (Head of Policy & Communications) Amanda Moffat (Short Breaks Fund Grants Officer), Jamie Paton (Operations Coordinator), Kerry Sloan (Respitality Manager), Maria Suttie (Short Breaks Fund Grants Officer)
Papers tabled:	Appointment of Proxy Elections to the Board of Directors Directors' nomination form Formal items from SCS members

1.Welcome and Chair's Report

Chris Hooper (Head of Operations) welcomed all to the AGM covering housekeeping and the running order of the day

Laura Bannerman (Chair) welcomed all attendees to the Annual General Meeting and expressed appreciation for the continued support shown by members, partners and colleagues throughout the year. Laura noted that the period had been one of significant change for Shared Care Scotland, marked by the departure of Don Williamson after 19 years as Chief Executive. Laura highlighted Don's exceptional contribution to Shared Care Scotland and the wider short breaks sector, including his leadership of the Short Breaks Fund and the development of Respitality. Warm thanks and best wishes were extended to Don for the future.
Laura confirmed the appointment of Kate Hogarth as Chief Executive, acknowledging the extensive experience Kate brings to the role and recognising the commitment of the Shared Care Scotland staff team throughout this period of transition.

Laura reported that 2024–2025 was a challenging year for unpaid carers, with Shared Care Scotland's survey of carers' experiences providing important insights into the impact of breaks, the barriers to accessing support, and the gap between need and availability. These findings strengthened Shared Care Scotland's evidence base and ensured that carers' voices remain central to the development of short break policy.

Laura thanked carers who contributed to the survey, members and sector partners, and the Scottish Government policy team for their continued support. Thanks were also extended to the Board of Directors, advisors and the staff team for their dedication throughout the year. Laura concluded the report by confirming that the AGM would now proceed to formal business.

2. Minutes of Previous AGM and Matters Arising

The minutes of the previous AGM held on Thursday 5th December 2024 at Dunfermline Carnegie Campus Dunfermline, were agreed as an accurate record of business

PROPOSAL: Approval of 2024 AGM Minutes Approved by Scott Fissenden and Seconded by Kirsty MacKenzie.

3. Activity Report

CEO Update – Kate Hogarth (Chief Executive)

Kate Hogarth (Chief Executive) provided an update on organisational activity during 2024–2025. Kate confirmed changes within the Policy and Communications team, including Kate's transition into the Chief Executive role, the appointment of Jenni McNab as Head of Policy and Communications, the return of Francesca Ianni as Communications Officer, and recruitment for a Policy Officer following the departure of Sarah Lindores-Williams.

Kate reported that the development of the Right to a Break and the progression of the Care Reform (Scotland) Bill remained central priorities. Shared Care Scotland contributed through legislative amendments, participation in advisory groups and publication of the carers' short breaks experiences survey, which continues to shape national policy discussion.

Kate highlighted the success of the 2024 national conference *Shaping the Future of Short Breaks*, alongside ongoing learning and practice activity, international engagement and expanded sector collaboration.

Kate also confirmed strong progress in communications, with significant increases in website traffic and social media reach. Work began in early 2025 to review the communications strategy to support continued organisational development.

Respitality Update – Kerry Donaghy (Respitality Manager)

Kerry Donaghy (Respitality Manager) presented an overview of Respitality activity during 2024–2025. Kerry confirmed that Respitality delivered 1,902 breaks for carers and 2,091 companions across 26 local authority areas. Five new areas joined the

programme, supported by 311 donating businesses providing breaks valued at £203,949—the highest amount since the programme began.

Over 90% of breaks were taken locally and 93.5% were sourced locally, reflecting strong accessibility and the effectiveness of the social franchise delivery model. Unallocated breaks remained below 10%, significantly outperforming the programme's 25% threshold.

Kerry highlighted increased collaboration between delivery partners, including combining Respitality with programmes such as Time to Live and initiatives such as Itison Us. Work continues to expand access for young carers, including a pilot in East Lothian.

Kerry reported that the new, dedicated Respitality website launched in Quarter 2, enhancing user experience. Respitality's10-year anniversary was marked with events, a podcast series, and preparation of a new impact report.

Respitality's influence expanded into other regions, with consultancy support provided to the West Yorkshire Carers Partnership. Tourism engagement also strengthened through partnerships with Hostelling Scotland and local Chambers of Commerce.

Kerry concluded with carer feedback illustrating the transformative impact of breaks delivered through the programme.

Short Breaks Fund Update – Christopher Hooper (Head of Operations), on behalf of Ailbhe Hendry (Short Breaks Fund Manager)

Christopher Hooper delivered an update on the Short Breaks Fund. Christopher confirmed that the Fund continues to operate as an open, trusted and supportive funder, working closely with applicants to deliver meaningful breaks for unpaid carers. Feedback from Tourette Scotland reaffirmed the team's collaborative, accessible approach. Work is underway to shorten decision making times in 2026.

Team updates included the return of Ailbhe Hendry from maternity leave, the appointment of Maria Suttie as Creative Breaks Grant Officer, Amanda Moffat's move to focus on Time to Live , and Nicola Lockwood's ongoing role with Better Breaks.

Better Breaks 2024–2025

- 88 applications received, requesting £1,774,941
- 60 projects funded, totalling £1,218,551
- Supported 6,466 carers and 4,441 disabled children and young people

Most projects offered school holiday clubs, playschemes and structured activity sessions. Christopher highlighted the Tourette Scotland Family Camp, which supported 36 children and young people and 35 carers at Fordell Firs. Families reported benefits including rest, community connection and emotional support.

Creative Breaks 2024–2025

- 102 applications requesting £2,232,957

- Average grant request: £21,891
- 56 projects awarded £1,190,974

Christopher highlighted Artlink's Theatre for the Fabulous, supporting 31 carers and 19 adults through drama workshops, culminating in a performance. Families described the programme as transformative, offering valued respite and strengthening community connections.

Time to Live 2024–2025

- £2.5m allocated for microgrants
- £1.8m allocated for development and delivery
- National average microgrant: £280
- Average maximum award: £415

Grants supported short breaks taken jointly with the cared for person, leisure activities, creative hobbies, subscriptions and digital equipment. Many young carers used funding to participate in school residential trips.

13 delivery partners implemented voucher schemes to assist carers who found it difficult to plan breaks.

Christopher shared the example of Kevin, who cares for his father following a stroke. A microgrant allowed Kevin to participate in a community allotment project, improving physical activity, social engagement and emotional wellbeing.

Christopher concluded by recognising the significant impact of all three Short Breaks Fund programmes in delivering essential rest, wellbeing and support for unpaid carers across Scotland.

4. Treasurer's Report and Approval of Accounts for Year 2024-2025

2025 AGM Speaking Note for Treasurer:

Summary of Financial Position

Margaret Petherbridge thanked Laura then gave a summary of the financial statements for 2024-2025.

Shared Care Scotland's financial position as of 31st March 2025. The information is taken from our full audited accounts which can be found on the Shared Care Scotland website.

Income and Expenditure

- This year, our total income decreased by 0.6%, from £7,319,635 in 2024 to £7,272,186 in 2025, primarily due to a static operational budget from the Scottish Govt. for the 2024-2025 financial year.
- Total expenditure decreased slightly by 0.04% to £7,262,875, remaining consistent with recent years.

Fund Balances

- Our overall fund balance stands at £674,088, up from £664,777 last year.
- Of this, unrestricted funds have increased slightly by £2,349 to £373,298, supporting our operational resilience.
- Restricted funds rose by £6,962 to £300,790, earmarked for specific projects.

Operational Highlights

- We successfully managed over **£6.4 million** in Short Breaks Fund grants during the year, which supported an estimated **26,000** adult and young carer breaks across Scotland.
- Strategic investments during the year included fully implementing our new organisational structure and completing the Good Governance Award programme.

Reserves and Risk Management

- Our reserves policy ensures 5-6 months of operational coverage in case of funding interruptions. Current designated reserves are **£157,066**, in line with this policy.
- We are closely monitoring economic and sector-specific challenges, ensuring financial sustainability. A Risk Assessment framework is used to assess and mitigate risk, and this will be reviewed annually by the Business & Finance committee.

Looking Ahead

- We entered 2025-2026 with an increased budget from the Scottish Government, reflecting a significant uplift to all three programmes of the Short Breaks Fund, and we remain focused on managing our funding efficiently and we are exploring opportunities to diversify our income streams.
- We will shortly begin applying for funding from the Scottish Government for the next financial year, starting on 1st April 2026. Whilst we hope to see continued investment in funding for short breaks, we are aware of the difficult financial climate and will plan accordingly.

In summary, Shared Care Scotland is in a stable financial position, enabling us to continue our vital work.

Margaret thanked the staff, Board, our funders and funded projects for their contributions to this year's success and confirmed there were no questions arising from the treasurer's update.

PROPOSAL: Approval of financial statements
Approved by Amanda Clark seconded by Scott Fissenden

5. Appointment of Auditors

Shared Care Scotland has a well-established relationship with Thomson Cooper the current auditors, therefore, it is proposed that this relationship continue.

PROPOSAL: Approval to remain with Thomson Copper as auditors
Approved by Margaret Petherbridge, seconded by Moira Oliphant

6. Appointment of Directors

Laura led the discussion regarding nominations to the Board of Directors. It was confirmed that Directors appointed by members shall be appointed or re-appointed at the Annual General Meeting and, subject to re-appointment, may serve an unlimited number of consecutive terms. Directors are appointed for a period of three years, after which they may stand for re-election.

Board Membership as of 4 December 2025

The Board currently consists of the following elected Directors: Margaret Petherbridge (Deputy Chair), Laura Bannerman (Chair), Adam Dearnley, Lorna Gibson, and Moira Oliphant. In addition, Kate Hogarth attends in her capacity as Chief Executive, Christopher Hooper attends as Board Secretary, and Jamie Paton attend as Minute Taker. Laura expressed thanks to those Directors who have completed their period of service during the year.

Resignations During the Year

Laura recorded formal thanks to Mark Bevan for dedicated service as a Trustee. Mark has stepped down but remains committed to the organisation's work, and the Board expressed appreciation for ongoing interest and support.

Laura also noted the retirement of Penny Stafford, who served for over 12 years. The Board formally recognised the significant professional expertise, experience and generosity contributed throughout Penny's period of service and along with the staff team expressed their sincere thanks and shared good wishes.

Advisors to the Board

Lorna Gibson continues to serve as the Young Carers Advisor to the Board on a co-opted basis.

Directors Standing for Re-Election

In accordance with the Articles of Association, Directors are required to stand down or seek re-election every three years. Laura confirmed that Margaret Petherbridge is standing for re-election and expressed appreciation for Margaret's valuable perspective, experience and longstanding contribution to the organisation.

PROPOSAL: Re-election of Margaret Petherbridge to the Board of Shared Care Scotland .Approved by: Kirsty MacKenzie Seconded by: Amanda Clark

New Directors Standing for Election

Five nominees presented themselves for election to the Board, each having submitted written statements outlining experience, motivation and suitability for the role. Summaries of these statements were provided as follows:

Rukhsana Ali

Rukhsana Ali has been part of the Milan Senior Welfare Organisation since 2018, initially joining as a Supervisor and later moving into her current role supporting unpaid carers from the South Asian community. Over the years, she has developed a deep understanding of the challenges carers face and has become a strong advocate for their voices across a range of platforms.

As a qualified Life Coach, Rukhsana brings a holistic approach to supporting both carers and staff, focusing on wellbeing, confidence, and empowerment. Rukhsana organises community events, secures funding, and builds partnerships to strengthen and enhance services.

Rukhsana is also a member of the Herbert Protocol Steering Group, contributing to discussions around safeguarding and support for vulnerable people. Through regular meetings and close collaboration with grassroots organisations, she aims to drive positive, collective change within the wider community.
Prior to her work at Milan, Rukhsana spent 13 years in the finance industry as a Senior Advisor with the Royal Bank of Scotland, gaining extensive experience in leadership, communication, and problem-solving. With her strong background working within South Asian communities, she is passionate about promoting inclusion, equality, and culturally appropriate support in care.

Amanda Clark

Amanda Clark lives in Scotlandwell, near Kinross, with her husband and her adult disabled son, Archie, who is 22. Her daughter, Brooke, works in the care sector in Nottingham.

After more than thirty years in teaching, Amanda took early retirement four years ago to become an unpaid carer for Archie. In addition to her personal experience as a carer, she has supported and advocated for others throughout her professional career. As the parent of a former Young Carer, she is particularly passionate about ensuring young carers receive the right support in schools and are offered meaningful breaks.

Amanda has extensive experience of ASN education as both a parent and a teacher, giving her a clear understanding of how crucial the right school setting is for the whole family.
When she has time away from caring, Amanda enjoys walking around Loch Leven and exploring Fife's beaches. She also volunteers with her local anti-poverty charity in Kinross, which gives her further insight into the challenges facing families today.

Scott Fissden

Scott is currently a Change & Improvement Manager at Fife Health & Social Care Partnership and has held this role for 8 years. Scott role specifically relates to policy, strategy and service development in support of carers in Fife which has included the initial implementation of carers support following the introduction of the Carers (Scotland) Act 2016, preparing the carers strategies and Short Breaks Service Statement and significant new service commissioning. Scott relocated home to Fife in 2017 after about 20 years in senior management and leadership roles in social housing and youth support in London and in national roles, including as a Director for

Continuous Improvement , Group Head of Operations and Performance and Head of Network and Membership Services in some of the UK's largest housing association groups and national support organisations. In his personal time Scott enjoys frequent travel with his husband, trying his hand at a local allotment, scuba diving and cycling.

Kirsty MacKenzie
Kirsty is thrilled and honoured to join the board of Shared Care Scotland and to support the amazing work of the organisation. She brings over 35 years of experience in the social care sector, working across both the public and third sectors. Her background includes Learning disabilities, Mental health, Residential care, Day care, and Supported Living.

With lived experiences of being an unpaid carer herself, Kirsty understands the known and unknown challenges that individuals and families face when caring for a loved one. She's passionate about co-production and believes strongly in the benefits of third sector and statutory services working together.

Fiona Robson
Fiona relocated to Scotland 25 years ago and has since dedicated her career to supporting charitable organisations across Ayrshire. With over a decade of service at East Ayrshire Carers Centre, Fiona has spent the last 8 years as Co-CEO, leading the organisation with compassion, innovation, and a deep understanding of the challenges faced by unpaid carers.

As an unpaid carer herself, Fiona brings lived experience to her leadership, championing bespoke and responsive services that reflect the needs of carers in East Ayrshire. Her commitment to social justice extends beyond her role at the Carers Centre—she also serves on the board of East Ayrshire Citizens Advice Bureau, where she applies her extensive knowledge of poverty drivers to advocate for fairer outcomes for local people.

She lives with her husband just outside Ayr, close to the shore, and enjoys bracing beach walks with her grown-up children and granddaughter, as well as cosy fireside evenings filled with reading and relaxation.

Election of New Directors
Laura proposed that the following nominees be elected to the Board of Shared Care Scotland:

- Rukhsana Ali
- Amanda Clark
- Scott Fissden
- Kirsty MacKenzie
- Fiona Robson

PROPOSALS
Election of Rukhsana Ali to the Board or Shared Care Scotland
Approved Margaret Petherbridge by seconded by Moira Oliphant

Election of Amanda Clark to the Board or Shared Care Scotland

Approved by Margaret Petherbridge by seconded by Moira Oliphant

Election of Scott Fissenden to the Board or Shared Care Scotland
Approved by Margaret Petherbridge by seconded by Moira Oliphant

Election of Kirsty MacKenzie to the Board or Shared Care Scotland
Approved by Amanda Clark seconded by Moira Oliphant

Election of Fiona Robson to the Board or Shared Care Scotland
Approved by Moira Oliphant seconded by Margaret Petherbridge

7. Resolutions & Formal Items from Members

There were no resolutions or formal items from members this year.

8. Any other business

There was no other business recorded, or questions put forward

9.Close

Laura thanked everyone for their contributions and formally closed the business of the AGM