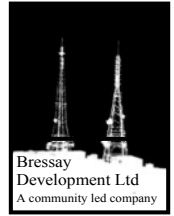


# Bressay Development Ltd

Company registration no. 513684

Registered address. Bressay School, Bressay, Shetland, ZE2 9EN

Updated 29.01.20



## Employee and volunteer information booklet



Bressay Development Ltd operates the school building which houses the Speldiburn Cafe, Speldiburn Good As New Shop, studio spaces, community library and rooms available for hire and long term rent.

In this booklet BD ltd directors have included information on the role of BD ltd, use of the school building and the responsibilities of our members, staff, tenants and volunteers (which includes directors).

We hope you find this useful. Please get in touch if any other assistance is required.

## **Bressay Development Ltd values**

These are the values of BD ltd. We ask all directors, management committee members and staff to respect the views of others when discussing ideas, problems and opportunities and consider the company values when making decisions.

- We are open and inclusive – all are welcome
- We won't compete or conflict with other local groups or businesses
- We try to buy / use local products and services and support local businesses
- We support other local community groups
- We seek to make our community more sustainable and resilient
- We will promote and facilitate business start-ups and economic development
- We aim to be green and follow eco-friendly policies and practices
- We believe that Bressay is a great place to live, and are working to make it better and more attractive for residents and visitors alike

**Contact information:**

BD ltd community office & Speldiburn Cafe - 820 706

General housekeeping & access queries - Marion Scollay - 07760750123

Staff wage queries - Kathy Kelly - kathy17@hotmail.com

Other inquiries - info@bressay.org

**For issues requiring immediate action please call Marion 07760750123  
or Beatrice 820773.**

**Bressay Development Directors:**

Afra skene

Aimee Labourne

Beatrice Lowe

Elizabeth Edwards

Kathy Kelly

Marion Scollay

Matt Mason

Sheila Tulloch

Stuart Barton

**Bressay development Ltd office bearers:**

Afra Skene (chairperson)

Elizabeth Edwards (Vice chair)

Beatrice Lowe (secretary)

Sheila Tulloch (treasurer)

**Current Paid Staff**

Jackie Jones (part time Development Officer)

Chris Dyer (part time Development Officer)

**Company Secretary**

Beatrice Lowe - Contact - bealowe2@yahoo.co.uk 820 773

Bressay community office contact- bressaydevelopment@gmail.co.uk

Mobile 07547280040

## **The Organisation**

Bressay Development Ltd is a community led, not-for-profit company. The registered company number is 513684. Membership is open to all Bressay residents aged 16 and over. Becoming a member does not require any time commitment and no expectation of volunteering, it allows us to keep you informed and shows that you value our efforts.

Our achievements so far include -

- securing a lease of the former primary school along with funding from Awards for All and the Shetland Islands council to open the Speldiburn Cafe and a community office.
- With support from Highlands and Islands Enterprise we have recruited a Development Worker to run the school hub development and assist us to progress projects.
- a quarterly community newsletter.
- Securing funding from the Climate Challenge fund for our Skills for Sustainability project.
- A regular bulky waste service.
- Provision of artists studios and recycling facilities, all without any funding, set up and run by volunteers.

## **BD Ltd aims-**

Bressay Development was set up to secure and sustain a vibrant future for Bressay with an active, connected, thriving and resilient community. Our aims include:

- Seek to improve, develop, and promote affordable infrastructure, services, and facilities on the island
- Identify and maximise employment and learning opportunities for the community.
- Promote Bressay as an affordable, accessible and safe residential base so as to encourage people to settle and remain in the community.

## **Our Policies –**

Copies of all our policies are available to all members of BD Ltd, Staff and Volunteers on request. These are reviewed and updated at least annually, and all members should make themselves aware of each of these policies. The most important areas covered are as follows:

### **Equal Opportunities**

BD Ltd strives to provide equal opportunities to All, staff, volunteers and members of the community. The policy ensures that discrimination against colour, religion, gender, age, race, nationality, ethnic origin, language, sexual orientation. The policy can be accessed from the community office or by contacting the secretary.

### **Harassment and Bullying Policy**

Bressay Development Ltd will not tolerate any type or form of harassment or bullying. Anyone who feels they are experiencing such behaviour to report this to the Secretary, who can investigate, liaise with appropriate committee members and try to resolve it as necessary.

### **Resolving Disputes/Grievance Procedure**

If you have any grievances or you are involved in a dispute, disciplinary or dismissal then there are certain steps that you can/should take. The BD Ltd policies which include all relevant information can be accessed from the community office of by contacting the secretary.

## **Accidents & First Aid**

Accident books are held in the Speldiburn cafe and the Community office in which all accidents and near misses should be reported and recorded by the most senior staff member or committee member on site.

First Aid Kits are held in the Speldiburn Cafe, Community Office and the library.

You can find First Aiders listed on appropriate notice boards.  
In an emergency dial 999

Safety checks are ongoing and inspections are carried out regularly by a member of the BD Ltd Cleaning/Maintenance Sub Committee to ensure the safety of the premises and the people working in them.

Please report any issues to one of the directors.

## **Dress Code**

All employees are responsible for their own appearance. New employees will be made aware of the standards of dress in their induction and will be expected to conform to these.

Staff working in the Speldiburn cafe should dress smartly and wear an apron (provided). Nail varnish and jewellery (except wedding rings) are not permitted and shoes must be flat with non slip soles. Long hair must be tied back. Volunteers are also asked to adhere to this policy where possible.

## **Financial Procedures**

Records of ALL financial transactions – income and expenditure - are kept as evidence of costs and are available for the Management Board each month. Separate (restricted) records are held for most individual projects.

All money should be kept securely in specified places and out of sight of customers and clients. Trust is placed on all members who handle funds for BD Ltd and associated projects.

BD Ltd will reimburse Volunteers and Staff for any pre agreed costs incurred. Payments will be made on a monthly basis on production of a completed claim form and receipt for trips undertaken or items purchased. No reimbursement can be assumed and all individuals must seek prior agreement from the directors before making a purchase unless a specific arrangement has already been agreed by the management committee.

## **Confidentiality**

Volunteers and staff are reminded that any confidences (personal, financial or otherwise) they may come across in the course of their work should be kept, however insignificant they may seem.

## Use of the building

After use please ensure lights are turned off, windows closed and doors locked. Exterior doors must be checked to be locked before leaving the building (including the back door).

Be aware of fire safety, take note of emergency exit points and familiarise yourself with the fire plan on the wall of the room you are using. Ensure electrical equipment is fit for purpose and unplugged when not in use.

Please return keys as soon as possible.

Ensure rooms and communal areas are left as found and notify Bressay Development Ltd members of any issues, damage, or breakages.

Please do not bring hazardous materials onto the premises, if in doubt please contact us on one of the numbers below.

Remember the building is being used by a number of individuals so please take care to act respectfully. Swearing, intimidating or disruptive behaviour will not be tolerated.

Contact us on 820706 or [bressaydevelopment@gmail.co.uk](mailto:bressaydevelopment@gmail.co.uk).

**For issues requiring immediate action please call Marion 07760750123 or Beatrice 820773.**

## Something to share?

We really welcome ideas and assistance from anyone with a passion for sharing, helping and improving our Island community.

Current BD Ltd projects and activities include tourism provision and promotion, organising community events, marketing, publicity, recycling, CO2 reduction, day and evening classes and development of on island transport solutions. If you can assist in any of these areas or have something entirely different to add then please let us know.

Call along the community office (opening hours) or email us at [info@bressay.org](mailto:info@bressay.org)