

### **Ten point plan to support my successor (actually 11 points)**

- 1) Pick a direction - are you a business (Monday to Saturday) that wants to offer a service to Edinburgh and Scotland and increase income or are you a Meeting House that occasionally lets out rooms?
- 2) Speak to Anthony and Sue and Sue and Tony - ask them what they would have liked to work differently during their time in post. Speak to other churches - eg Methodists - in Edinburgh and ask about their management structure. Have a proper review.
- 3) Get AM trustees to take the MH business and the job of MH manager seriously - invite the MH manager to present regularly to their meetings - reporting income, bookings etc. Send the MH manager the AM minutes regularly.
- 4) AM trustees to visit the MH and inspect it with the MH manager at least twice a year.
- 5) Get a budget agreed for the year ahead, which is allied to the recent minutes from AM, eg lighting, carpets, and ask the manager to spend it.
- 6) Have regular, scheduled, well run and well peopled meetings of Management Committee - ask for proper reporting from the MH manager - pass it on to trustees
- 7) Detail who on MC does what and get them to do it - what is the point of their role, what can the MH manager expect from them? And vice versa.
- 8) Be professional with the MH manager - recognise their skills and their paid employment/hours. They are not a glorified Warden - help the meeting to recognise that (and the impact of living next door to their workplace)
- 9) Support the MH manager with requiring more from the staff team and their professional goals - set goals, encourage them in reaching them.
- 10) Enable paid-for professional support - eg HR, IT, if there is no-one on MC or trustees who can provide this
- 11) Use the quinquennial review, if nothing else, as the start of planning for the year ahead. Also the risk assessment. And the preparation for the Fringe Festival occupancy.

All of this will change if QiS goes ahead. In which case, start planning for that now.

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