

## Practical Help for DTAS Members

As part of the full & provisional membership benefits package, DTA Scotland has arranged a variety of free or discounted arrangements from partner organisations. Please see below for further details.

### Legal Advice from Burness Paull LLP

Full and provisional members of DTA Scotland are entitled to up to one hour of free legal advice (per enquiry) on a wide range of matters relevant to development trusts and their activities. This has kindly been made available by our partners Burness Paull LLP.



They can provide DTAS members with advice on the following areas:

- Constitutional issues including memorandum and articles of association and IPS rules
- Company law
- Charity law and OSCR's policy / practice
- Law governing IPS structures and FSA's policy/ practice
- Contracts
- Funding/ finance arrangements
- Structures for new projects or social enterprises
- Community renewables
- Property law
- Employment law \*
- Dispute resolution \*

Any time associated with committing advice to writing would be chargeable by Burness Paull, but we expect that that would not be necessary in most circumstances.

All enquiries must come through DTA Scotland in the first instance. This will be [ian@dtascot.org.uk](mailto:ian@dtascot.org.uk) / 07956 730 149 for the south, [rory@dtascot.org.uk](mailto:rory@dtascot.org.uk) / 07825 250 950 if you are based in the north and [lana@dtascot.org.uk](mailto:lana@dtascot.org.uk) / 0774 709 7022 or [Catherine@dtascot.org.uk](mailto:Catherine@dtascot.org.uk) / 07903306321, if you are part of the Strengthening Communities Programme.

\* Advice on employment law and dispute resolution is available via a telephone helpline service only. DTAS members will be able to receive a one-off advice session (lasting up to one hour) on any particular employment or dispute resolution matter – any further advice or work relating to the same or a similar matter will be chargeable.

## Accounts, VAT & Business Advice from Azets

Azets, previously known as Scott-Moncrieff, is a long established and respected firm of chartered accountants, offering a range of specialist business advisory services. They are now working in partnership with DTA Scotland to offer a new member benefit of up to one hour of free advice on any topic below (you can access this help more than once).

They can advise development trusts on all aspects of their project from planning to completion, including specialist advice on:

- Business planning
- Access to funding
- Advice on governance
- Charity compliance
- Tax efficient structures
- Bookkeeping and management reporting
- Payroll
- VAT
- Systems and IT
- Cloud-based accounting solutions and packages

For more information or to access this support please contact DTA Scotland in the first instance. This will be [ian@dtascot.org.uk](mailto:ian@dtascot.org.uk) / 07956 730 149 for the south, [rory@dtascot.org.uk](mailto:rory@dtascot.org.uk) / 07825 250 950 if you are based in the north and [lena@dtascot.org.uk](mailto:lena@dtascot.org.uk) / 0774 709 7022 or [Catherine@dtascot.org.uk](mailto:Catherine@dtascot.org.uk) / 07903306321, if you are part of the Strengthening Communities Programme.



## Insurance - Keegan and Pennykid

Keegan & Pennykid are one of the leading providers of insurance in the Third Sector. DTAS has a partnership with Keegan & Pennykid who will provide bespoke advice on the most appropriate insurance provision for your organisation, at the various stages of its growth. DTAS has also agreed a discounted rate for DTAS members on insurance services.

For further information on areas of cover or for general insurance advice, please contact Garry Dalton on 0131 243 9674 or email [gd@keegan-pennykid.com](mailto:gd@keegan-pennykid.com) quoting your DTA Scotland membership number.



## Free HR Advice

DTA Scotland in partnership with HR Department have agreed up to one hour's free HR advice by e-mail/phone for full and provisional members.

If further or ongoing advice is required over and above the 1 hour free advice then charges would be agreed.

All enquiries must come through DTA Scotland in the first instance. This will be [ian@dtascot.org.uk](mailto:ian@dtascot.org.uk) / 07956 730 149 for the south, [rory@dtascot.org.uk](mailto:rory@dtascot.org.uk) / 07825 250 950 if you are based in the north and [lena@dtascot.org.uk](mailto:lena@dtascot.org.uk) / 0774 709 7022 or [Catherine@dtascot.org.uk](mailto:Catherine@dtascot.org.uk) / 07903306321, if you are part of the Strengthening Communities Programme. If our Development Officers are unable to answer your enquiry, it will be passed on to HR Dept who will respond directly to you, usually within 3 working days.



HR Dept can also offer HR support packages and Payroll services directly to members.

## Free Health and Safety Advice

DTA Scotland in partnership with HR Department have agreed up to one hour's free Health and Safety advice by e-mail/phone for full and provisional members. If further or ongoing advice is required over and above the 1 hour free advice then charges would be agreed.

All enquiries must come through DTA Scotland in the first instance.

This will be [ian@dtascot.org.uk](mailto:ian@dtascot.org.uk) / 07956 730 149 for the south,

[rory@dtascot.org.uk](mailto:rory@dtascot.org.uk) / 07825 250 950 if you are based in the north and

[lena@dtascot.org.uk](mailto:lena@dtascot.org.uk) / 0774 709 7022 or [Catherine@dtascot.org.uk](mailto:Catherine@dtascot.org.uk)/

07903306321, if you are part of the Strengthening Communities Programme.

If our Development Officers are unable to answer your enquiry, it will be passed on to HR Dept who will respond directly to you, usually within 3 working days.



## Free HR Guide – Recruitment & Management of Staff

DTA Scotland has commissioned HR Dept to write this guide which contains all you need to know about employing and managing staff and includes handy templates on many areas including interview scoring, absence records and disciplinary procedure.

To get a copy of the guide, DTAS members should contact their Development Officer in the first instance:

[ian@dtascot.org.uk](mailto:ian@dtascot.org.uk) 07956 730 149 for the south

[rory@dtascot.org.uk](mailto:rory@dtascot.org.uk) 07825 250 950 if you are based in the north

[lena@dtascot.org.uk](mailto:lena@dtascot.org.uk) / 0774 709 7022 or [Catherine@dtascot.org.uk](mailto:Catherine@dtascot.org.uk)/

07903306321, if you are part of the Strengthening Communities Programme.



## DTAS Energy

DTA Scotland is delighted to announce a renewed partnership with Touchstone Energy Services.

**DTAS Energy** offers an independent and impartial brokering service to businesses, to find the best energy deals and/or managing your energy consumption more effectively.



The benefits:

- Reduce your costs by procuring cheaper gas and electric
- No fee and no obligation service
- Contract Management
- Energy Management Reporting
- Supplier Dispute Resolution

If you are interested and would like to know more, please e-mail Annie Martis at DTA Scotland, [annie@dtascot.org.uk](mailto:annie@dtascot.org.uk).

## DTAS Oil Buying

We are aware that a key issue in many rural communities is oil buying, and the price of oil (and other issues around the purchase and delivery of oil) frequently arise within community consultations. In response to this DTA Scotland has been working in conjunction with some of our rural members to explore how a 'community response' could be developed. Traditional community buying initiatives can be administratively demanding on small local organisations, but we have found a way forward which combines the best elements of community buying with a more up to date approach to the purchase of oil.



[DTAS Oil Buying](#) is an innovative oil buying service which provides:

- A better deal and service for individual customers (households and local businesses e.g. community buildings, sports centres etc)
- A way for development trusts to develop a local oil buying initiative without a heavy administrative burden
- **An opportunity for the development trust to generate income for their local community**

To find out more, contact Annie Martis at DTA Scotland, [annie@dtascot.org.uk](mailto:annie@dtascot.org.uk).

## DTA Scotland Group Pension Scheme in partnership with Creative Auto Enrolment & Rowanbank Financial Services

DTA Scotland understands the challenges members face implementing a new Auto Enrolment Pension Legislation so is delighted to announce a new and innovative auto enrolment pension solution, for our members, with partners Rowanbank Financial Services and Creative Auto Enrolment.



The DTAS Group Pensions provide a complete end to end solution that streamlines the scheme set up and minimises the ongoing administration that will keep your organisation compliant with the new pension legislation at all times. Another exclusive benefit to the low cost schemes is the free bespoke support from Rowanbank to your organisation about the scheme, the on line set up and then to staff regarding their pension investment choices.

For more information please contact Ian Love at [ian.love55@btinternet.com](mailto:ian.love55@btinternet.com) or 07511 543033.

## DTA Scotland & Lyreco Group Stationery & Equipment Buying Scheme

DTA Scotland has negotiated a group buying scheme which will allow members to purchase all their office equipment at extremely competitive prices. Lyreco offer a Scotland wide service with a simple ordering process and free next day deliver to most customers.



To sign up to the DTAS scheme please contact Tanya Ziyenge on 07976 908784 or e-mail [tanya.ziyenge@lyreco.com](mailto:tanya.ziyenge@lyreco.com) quoting your DTA Scotland membership number.