



Scottish Disability Sport

Minutes of the meeting held on 24 April 2017

Caledonia House, South Gyle, Edinburgh EH12 9DQ at 1700

Attendees

- Janice Eaglesham MBE, Chair
- Catherine Goodfellow, Vice Chair
- Gavin Macleod, CEO
- Dave Rhoney, Director
- Paul Queen, Director
- Claire Morrison, Director
- Oliver Barsby, Director
- Jennifer Griffin, **sportscotland** Partnership Manager
- Caroline Lyon, Company Secretary

In attendance:

- Lynne Glen, Pathways Manager
- Lori Ure, Regional Manager West of Scotland
- Ailien Pallot, Finance Manager

Apologies

- Iain Smith, Director
- Jay Runga, Director

1. Welcome and Apologies

The Chair welcomed everyone to the meeting.

2. Conflicts of Interest and Legal Register

The Vice Chair registered a potential conflict of interest on item 9.3 – Commonwealth Games Scotland. There were no matters on the legal register of which SDS is aware.

3. Minutes of Previous Meeting, 13 March 2017

The minutes of the previous meeting were agreed.

4. Matters Arising

- The Chair had sent a letter to Gerry Milne to thank him for his contribution to the Board.
- Iain Smith had reviewed the Data Protection Policy and sent a summary to the CEO.
- Notification had been received that funding from the Celtic FC Foundation was to be £90,000 at £30,000 per year for three years. The yearly plan will be submitted in advance to the Celtic FC Foundation case officer.
- Details of the investment agreement from **sportscotland** had been provided to Board and staff.
- The fundraising links had been added to the home page of the website.

- The CEO had fed back to Bowls Scotland regarding the decision not to host the IBD World Championships He also met with the CEO of Bowls Scotland to begin discussions around the transition of governing body status.
- Paul Queen and Dave Rhoney were thanked for forwarding copies of Declarations of Interest.

5. Pathways Manager Presentation

A presentation was delivered by the Pathways Manager and West of Scotland Regional Manager.

6. Operational Plan

- The operational plan had been circulated and the Finance Manager gave a summary of how funding was allocated.
- The **sportscotland** Partnership Manager indicated the investment agreement had been agreed as £625,000.
- It was noted that the government has released an additional £2,000,000 for governing bodies conditional on covering equality, inclusion and child protection. More information will be forthcoming when available.

There were no actions which had not been completed on the final operational plan. But the CEO clarified that:

- Work is continuing on developing sporting pathways within cycling and judo.
- Participation figures have been affected by some events having to move or being cancelled.
- Under GB competitions, a team was not sent to the Lord's Taverners' Boccia event due to low numbers.
- Revision of the e-learning module is ongoing and a decision on funding from Sainsbury's was awaited.
- One Level 1 boccia course has been held due to low demand.
- Thirteen whole sport plans including pathways are now in place.
- This report concludes the four year plan of 2012-2017.
- The new strategic plan will be launched on 25 April 2017 through mail, web and social media.

7. Sub Groups

Finance

- The sub group had met after the last Board meeting and Paul Queen had devised an income generation map which was circulated. PQ gave an overview for discussion.
- It was agreed that grants and trusts should be added.
- The situation around Gift Aid should be clarified. **Action: CL**
- All were requested to submit additional ideas to Paul Queen and the group will meet again on 30 May. **Action: All**
- Paul Queen was thanked for his work.

Governance

- The final audit recommendations had been received from KPMG.
- Policies

- Iain Smith's comments on the Data Protection Policy will be incorporated and circulated by the CEO. **Action: CEO**
- Iain Smith is reviewing the Risk Management Policy. Paul Queen and the CEO will discuss and the full risk assessment will be reviewed at the June Board meeting. **Action: PQ, CEO**
- The CEO and Vice Chair will formulate a Conflict of Interest Policy to be presented to the Board in August. **Action: CEO, Vice Chair**
- All directors were requested to consider the policy review cycle and identify any gaps. The timescales are in the audit report. **Action: All**
- The Conflict of Interest and Sponsorship Policies will be on the June agenda.
- Board Skills Analysis
 - The audit had recommended that roles and responsibilities be allocated to Board members. Areas of skill and expertise have been discussed with any gaps identified. The Chair, Vice Chair and CEO had met to discuss portfolios prior to the Board meeting.
 - The Chair will define portfolio roles and circulate for comments. **Action: Chair**

8. Board Updates

- Claire Morrison had presented at the Forfar Rotary Club.
- The Chair had been at the 5-a-side Football on Wednesday and also attended the South Lanarkshire awards presentation.
- The Chair had been invited to the Disability Sport Fife AGM on 8 May but was unable to attend. Claire Morrison had also been invited and agreed to represent SDS.

9. Partners Updates

- The BPA NPC meeting will be held on 11 May.
- The UKSA is still being run on a voluntary basis. The INAS general assembly is taking place this weekend.
- The process for selection to the Commonwealth Games Scotland was discussed.
- The CPISRA World Games are scheduled for next year and consideration should be given to this.

10. Sports/Events

- The boccia players were congratulated on four gold medals, two silver and one bronze won by Stephen McGuire, Jamie McCowan and Scott McCowan.
- The bowlers had finished as runners up in the Home Nations competition with some great performances and some new bowlers taking part. The next event is the National Indoor Championships at Falkirk Indoor Bowling Club this week which is a Commonwealth Games selection event.
- Board members were encouraged to attend Branch meetings and events. It was proposed that perhaps attendance could be based on what issues Branches were addressing at their meetings. The Chair will liaise with the Opportunities Managers to identify these and also with a view to meeting new Chairs and directors. **Action: Chair**

11.AOB

- The Invictus Games trials had been held with mixed results but most rowers had won their classes. The results will be circulated to the Board and an announcement made at the end of May.
- The Chair had requested the Young Persons' Sports Panel to present at the next Board meeting. The Coaching & Education presentation has been re-scheduled from June to August.
- It was agreed the Board would consider staggering election of the Chair and Vice Chair to ensure terms were staggered rather than running and terminating concurrently. **Action: Chair**
- All were requested to submit any suggestions for an AGM guest speaker to the Chair. **Action: All**
- It was noted that the new inclusive National Sports Centre at Inverclyde had opened on 3 April.

12. Date of Next Meeting

- The date of the next meeting is 12 June 2017 at 1700 in Edinburgh.
- An accounts meeting will be held from 1600 on 12 June. Mike Crerar will present the audited accounts which will then be brought to the Board.
- It was agreed that the August meeting will be held in Glasgow. Paul Queen will confirm the venue. **Action: PQ**