



Scottish Disability Sport

Minutes of the meeting held on 12 June 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
- Claire Morrison, Director
- Oliver Barsby, Director
- Jay Runga (Skype)
- Caroline Lyon, Company Secretary

In attendance:

- Jennifer Livingstone, Opportunities & Equality Manager
- Lewis McConnell, Young Person's Sports Panel Member
- Colette Martin, Young Person's Sports Panel Member
- Hope Gordon, Young Person's Sports Panel Member
- Ailien Pallot, Finance Manager

Apologies

- Iain Smith, Director
- Paul Queen, Director
- Jennifer Griffin, **sportscotland** Partnership Manager

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. To begin the meeting recent performances and successes were celebrated: the visually impaired bowlers had won silver in Broadbeach, Australia. The players were Irene Edgar and Robert Barr with directors David Thomas and Sarah Jane Ewing. The physically disabled triples team of Barbara McMillan, Mike Nicoll and Garry Brown had finished fifth which was ahead of Malaysia. The non-ranking triples team of John Wardrop, Michael Simpson and Billy Allan had won three out of four games which were all considered to be good results.

In addition, four athletes would be competing at the World Athletics Championships in London next month, Jo Butterfield, Samantha Kinghorn, Stefanie Reid and Maria Lyle.

Jennifer Livingstone has been elected to the Commonwealth Games Scotland board and was congratulated.

2. Conflicts of Interest and Legal Register

The Vice Chair registered a potential conflict of interest on matters relating to Commonwealth Games and there were no legal items of which SDS was aware.

3. Minutes of Previous Meeting, 24 April 2017

The minutes of the previous meeting were agreed.

4. Matters Arising

- The CEO had met Alan McMillan, CEO of Bowls Scotland and Alan had indicated acceptance of the handover of disability bowls after the Gold Coast. The integration of the team in Australia had been very good.
 - Verbal feedback had been received on the funding bid to **sportscotland**.
 - The CEO will email the Risk Register for comments which should be returned by the end of the month. Iain Smith's comments will be added to the Information Technology and Data Protection Policies but these policies had previously been agreed. The additions are minimal. The question was raised of whether changes to data protection legislation should be communicated to Branches and it was suggested this might be covered during the Branch conference. **Action: CEO**
 - The Conflict of Interest policy will be on the August agenda.
 - The Sponsorship Policy will be due in February 2018.
 - No feedback had been received on the Policy Review Cycle.
 - The Chair had spoken with the Opportunities Managers and will communicate the portfolios and the Board can then target attendance at Branch meetings.
 - The Chair and Vice Chair will discuss staggering terms of office with Iain Smith. **Action: Chair, Vice Chair**
5. An accounts meeting had been held last week.

6. Young Persons' Sports Panel Presentation

- A presentation was delivered by Lewis McConnell, Colette Martin and Hope Gordon, supported by the Opportunities & Equality Manager.
- It was noted that many of the challenges faced by the panel are the same as those faced by the Board, in terms of time and location.
- Questions from the Board included:
 - Whether any of the young people would be interested in transitioning to the **sportscotland** panel and/or SDS Board.
 - What impact the panel have and can continue to have on SDS in the future or where the panel can influence: the support has been very useful at events; raising awareness; role models; greater impact as part of a panel rather than individuals; representing SDS at events as a unit.
 - How the panel could support the Board and vice versa: input into decision making; scope to support through mentoring; developing skills.
 - How to identify and support the next generation of panel members.
 - Whether the panel is widely enough used: it was suggested more help could be offered with volunteering, officiating, development.

7. Operational Plan

- The CEO gave an overview of the operational plan.
- Interest had been shown in new Branches and new members had been recruited to existing Branches.
- The summer camp will be held on 5-7 July and all Board members were invited to attend.
- The Wheels to Water event had been very successful with 34 attendees.

- The funding bid for appointing a boccia officer was unsuccessful.
- The Athlete Academy is awaiting a funding decision from the Sport & Recreation Fund.
- Twenty coaching and education courses have been held to date with 112 participants. Funding from Sainsbury's and **sportscotland** has now been confirmed.
- The e-learning portal is being developed centrally with other home nations.
- The staff away day was held on 24 May. The outcomes will be circulated to the Board. **Action: CEO**
- Claire McDonald, Grampian Regional Manager, has now left post and the position is being advertised with a closing date of 23 June. The Chair had written a letter of appreciation to Claire.
- The Communications Group meeting had been held and Jay Runga attended. A plan was included for the Commonwealth Games and potentially the CPISRA World Games.
- It was suggested that the Branch Conference could include a section on recruiting new Board members and inductions, especially for new Chairs. The CEO agreed to liaise with the Opportunities Managers. **Action: CEO**

8. Governance

- Policies
 - The CEO has copies of the Data Protection and Information Technology Policies but both were agreed.
 - Minor changes to the Risk Management were made and with these changes the policy was agreed.
 - The Governance Sub Group Terms of Reference had been circulated after the Finance meeting and no feedback was received. The document would be circulated to the whole Board. Comments should be submitted to the Chair by the end of the week and in the absence of any comments the Terms would be approved at the next Board meeting. **Action: CL**
 - The Complaints Policy had been reviewed, updated and the policy was agreed.
 - The Fire Safety Toolkit was agreed.

Boccia:

- The four year boccia plan had been circulated and the Pathways Manager was thanked for her work on this. This had been shared with Boccia UK.

Board Portfolios:

- The Chair gave an overview on the proposals for board portfolios:
 - It was considered that a stronger link with Branches was required and skills regarding communication, marketing, media and sponsorship could be strengthened.
 - The Board member with a relevant portfolio will lead on any related agenda items and support could be offered to staff as required.
 - Feedback was sought on the circulated paper and discussion at the next Board meeting would cover identifying people and skill sets.
 - All were asked to feed back to the Chair before the end of July with identified skill sets or interests or any other operational suggestions. **Action: All**
 - Specific descriptions would be required for AGM papers.
- The AGM will be held on Sunday 17th September at the Stirling Court Hotel.

- Claire Morrison and Dave Rhoney agreed to step down and make themselves available for re-nomination.
- It was agreed that the Chair would approach Karen Darke to speak at the AGM and Craig Brown to provide the closing remarks. **Action: Chair**

9. Finance

- The accounts were agreed.
- The Finance Manager was thanked for her work and preparation of the accounts for Geoghegans.
- Report from the Finance Sub Group. The Vice Chair was thanked for the notes of the meeting which had been circulated for information. **Action: Chair**
- The Funding Working Group had met and the notes were circulated. The group will meet again in August.
- The audit recommendations document had been returned to KPMG.
- The CEO gave an overview of the Annual Progress Tracker and it was agreed this should be on the agenda every six months.

10. Board Updates

- The Vice Chair had attended the Scottish Boccia Championships, as well as attending the Wheels to Water event and the Inverclyde opening.
- Claire Morrison had represented SDS at the Disability Sport Fife AGM where she was the guest speaker.
- Dave Rhoney had attended the Wheels to Water event and was assisting with the organisation of the summer camp.
- The Chair had attended the Glasgow AGM where three new Board members were inducted.
- Jay Runga had participated in the Communications Group meeting and the Funding Group meeting.

11. Partners Updates

- The BPA NPC meeting had taken place with the new Chair Nick Webborn, who had written a letter introducing himself to the Chair. The agenda mostly covered the Winter Paralympic Games where Scottish representation is expected in five sports, of which curling has already qualified.
- It was noted that Jon Morgan has resigned as CEO of Disability Sport Wales, to be replaced by Fiona Reid.
- The UKSA is still operating on a voluntary basis. A new Board member has joined and a Board meeting is being scheduled.
- The Commonwealth Games Scotland AGM had been held at which Jennifer Livingstone had been elected to the Board. Presentations had been delivered on the Youth Games and Gold Coast.
- The CIPSRA World Games will be held in August 2018 in San Cugat. There will be no bowls so probably sports are swimming, athletics and possibly table tennis. Discussion was held whether in principle Scotland should attend and if so the possibilities of costing and staff would be considered and decisions made at the August Board meeting. It was noted that if attending players would have to self-fund. It was agreed in principle that Scotland should participate.

12. AOB

- There was no other business.

13. Date of Next Meeting

- The date of the next meeting is 21 August 2017 in Glasgow.