

# Bowls Scotland Board Meeting, 6th December 2017, 4:30pm



Harper Macleod Offices, The Ca'd'oro, 45 Gordon Street, Glasgow

## Public Minutes

### Attendees

#### Present:

Sue Beatt (SB) Chair  
Andrew Upton (AU) Director  
David Scouller (DS) Director of Governance  
Tom Hamilton (TH) Director of Marketing, Branding & Communications  
Anna Marshall (AM) Operational Director of Competition & Events

#### In attendance:

Alan McMillan (AMcM) CEO  
John Kemp (JK) National Development Manager  
Jock Halliday (JH) Vice President  
Margaret Bingham (MB) Ladies President  
Bill Knox (BK) Gents President  
Fiona Lilley (FL) sportscotland Partnership Manager  
Alison Deuchars SSA, minute taker

### 1. Apologies Received from

Scott Meechan Strategic Director of Competitions & Events  
Bob Christie Director of Development  
Craig McArthur Director of Finance  
All apologies were approved

### 2. Chairs' opening remarks

SB welcomed all to the meeting and thanked them for attending. SB thanked AU for hosting the meeting and congratulated DS and AU on their appointment to the board. SB also extended congratulations to BC on his appointment as Disability Coach for the Commonwealth Games Para team and to MB, BK and JH on their appointments as Ladies President, Gents President and Vice President respectively. SB thanked AU for chairing the AGM and outlined the process of this meeting.

### 2. Discussions

#### 2. Development presentation

JK gave a comprehensive presentation of the Development proposals to the board and a discussion around the proposals followed.

- AMcM to issue the Strategic Review paper to the board before Christmas.

JK left the meeting

### 3. Declarations of interest

There were no DoI at this time.

#### **4. Previous Minutes – September and October**

20<sup>th</sup> September 2017

The Board adopted the minutes of the September Board meeting

Approved: AU

Seconded: DS

4th October 2017

The Board adopted the minutes of the October Board meeting

Approved: DS

Seconded: TH

#### **5. Matters Arising – action points**

September: All actions were either completed or updated.

#### **1. Proposal**

##### **1. Finance Update**

Held over until next meeting due to absence of Director of Finance.

##### **2. Authorisation of payments**

The Board approved the payments

Approved: TH

Seconded: DS

##### **3. Review of Annual Business Plan 2016-17**

AMcM gave an overview of the plan and, in summary, advised that Governance and Development are on track and that JK will take the Equality Survey forward. A discussion was had around the conference and how it should continue.

- Governance: Audit complete with an improved rating. Risk Register will be moved on to 2018. Meetings are to be held in relation to the Strategic Plan to progress towards 2019.
- High Performance: On track
- Competitions & Events: Adhered to the strategy
- Anti-Doping: Adhered to the strategy
- Player Rankings: In development and on target.
- Marketing: Website has been redeveloped and will launch next week
- CRM is in development
- TRYBOWLS will be re-branded
- Marketing Plan: New Marketing Officer starting in January who will be tasked to push it on.

Business Plan 2016-17 was approved by the board

##### **4. Annual Business Plan 2017-18**

AMcM gave an overview of the plan and, in summary:

- Governance: Work to be done
- Development: Targets are on track

- High Performance Programme: Focused on achieving medal targets (3) at Commonwealth Games 2018
- Competitions & Events: Needs some work

Business Plan 2017-18 was approved by the board

## 5. Risk Register for 2018

Financial plans going forward will be based on last year's budget and adjustments will be made later once the sportscotland budget is announced.

FL outlined the sportscotland position and dates regarding the budget announcement.

GDPR and Safeguarding to be added to the Risk Register.

Legal Register is in place.

The Board approved the Risk assessment

## 7. Approval of C & E volunteers

It was agreed to leave this until all volunteers are ready.

## 8. Equality and Diversity Group

DS had a meeting with Chris Gibbons of First for Sport who is happy with the plans.

The Equality & Diversity group will be comprised of bowlers in the following categories: Social, Competitive (County level), top level and transgender.

Information will be sent to clubs before the start of the season and it was noted that one club in East Dunbartonshire is totally equal and it was agreed that it would be useful to have a discussion with them to identify any issues they encountered.

Equality & Diversity information to be sent to clubs by early April 2018.

DS will circulate the 'Cultural Change Continuum' (CCC) paper to the Board.

## 2. Discussions

### 1. AGM Review

AU indicated that although the voting had been disappointing regarding the Fixed Fee Capitation proposal, the AGM ran well and there were constructive points raised from the floor. Most of the points were dealt with and others are already in hand but not ready to be made public at this point in time.

BK raised the question from the AGM regarding smoking on the green not being banned at events. AU explained the issue from both sides and that smoking is a club policy issue. Bowls Scotland can only control smoking policies at International, National and District events that they directly control. It was agreed that smoking on the greens whilst playing bowls was not a good image for the sport.

DS proposed that electronic voting be a priority for the board.

AU thanked everyone for their support and assistance and the board thanked AU for chairing the AGM.

SB thanked JH, MB and BK for their attendance and they left the meeting.

## 2. Development

### High Performance Concept Paper

AMcM presented the paper and summarised that it is based around Commonwealth Games (CG). Bowls Scotland currently have world class players but there is a need to identify where the next world class players will come from and avoid a dip in the quality of player Scotland has available. The questions are

How do we make world class players? And Do we know how to make them world class?

The proposal is to change the structure and system to create a legacy from May 2018 to CG2022.

TH asked about what Bowls Scotland are doing to benchmark against other countries.

DS stated that the structure should create a pathway to International competition and AU added that is about creating the environment to enable players to achieve their potential.

TH asked about having a High Performance representative on the board. A discussion took place and SB voiced concerns that having a High Performance officer on the board could make the board too operations orientated. AU suggested inviting a High Performance representative along to meetings as and when there were specific questions to be answered.

The board unanimously approved the High Performance Concept Paper.

### **3. SSA**

The board had an open discussion regarding the SSA, AMcM brought the board up-to-date and will continue to monitor the situation.

### **4. World Bowls Elections**

The board discussed the World Bowls strategy document.

## **Operational Information Papers**

### **CEO**

Paper circulated

SB and AMcM interviewed three candidates for the Marketing and Communications post and the successful candidate will take up their post on 8 January 2018.

### **C & E**

High Performance paper circulated.

The board approved of the CG2018 kit.

AMcM to circulate details about the CG2018 practice on 17 December 2017

Calendar events to be in draft by June 2018 for season 2019.

### **Development**

AMcM advised that a Toolkit has been developed and will be issued to clubs that are under threat of closure to assist in trying to keep them open.

TH asked how clubs under threat of closure can be identified.

Equality: Paper circulated

Child and Adult Protection: Paper circulated

### **Admin**

Paper circulated.

**AOCB**

A discussion was held around the January Board meeting date and is likely to be re-arranged. 2018 Board meeting dates to be confirmed.

**The meeting finished at 2000.**