



Bowls Scotland Board Meeting, 20th June 2018, 4:30pm

sportscotland, Doges, Templeton on the Green, 62 Templeton Street,
Glasgow, G40 1DA

Minutes v.1

Attendees

Present:

Sue Beatt (SB)	Chair
Alan McMillan (AMcM)	CEO
David Scouller (DS)	Director of Governance
Tom Hamilton (TH)	Director of Marketing, Branding & Communications
Bob Christie (BC)	Director of Development
Robert MacPherson (RM)	Operational Director of Competition & Events

In attendance:

Margaret Bingham (MB)	Ladies President
Bill Knox (BK)	Gents President
Fiona Lilley (FL)	sportscotland (Partnership Manager)
Marcin Zdrojewski (MZ)	SSA, minute taker

1. Apologies Received from

Andrew Upton (AU)	Director
Craig McArthur (CM)	Director of Finance
Scott Meechan (SM)	Director

2. Chairs' opening remarks

The Chair opened the meeting and welcomed those in attendance, thanking Fiona Lilley for arranging the facilities for the meeting.

Apologies (as per above) were all approved.

SB extended her welcome to Bill Knox and Margaret Bingham. She then congratulated David Gourlay and Margaret-Ann Fleming of the Scottish Volleyball Association on achieving MBEs.

The Chair notified the Board about events she participated in on behalf of BS, i.e:

- First Minister reception (comprised SB, AMcM and some of the CWG team), congratulating all Scottish Commonwealth Games athletes.
- SSA Members Meeting, where members were asked to voice their expectations of the SSA;
- Parliamentary Reception (comprised SB, AMcM and David Gourlay) facilitated by the SSA and focused on Celebrating Volunteering in Scottish Sport.

Finally SB informed the Board that 5 candidates have been scheduled for interviews for the National Development Manager position.

3. Declarations of interest

None were voiced.

4. Previous Minutes

Minutes of previous Board meeting held in 18th April 2018 were adopted

Proposed: DS

Seconded: TH

5. Matters Arising – action points

AMcM observed that there are no candidates for the honours panel. He suggested that potentially key individuals be approached in order that a panel can be set up.

6.1. Proposal

6.1.1. Finance Update

AMcM confirmed that the organisation is on schedule re the finance spent.

AMcM confirmed current reserves levels all of which has been assigned to the reserves policy.

FL explained that it had been noted by sportscotland that Bowls Scotland's reserves made the organisation healthy financially and that was deemed as good governance.

A current underspend on staffing due to post gaps would be clawed back by sportscotland if it reached a certain level There was further discussion around the reserves in terms of the KPMG report and its direct link to sportscotland's Governance Framework.

FL recalled that BS is probably due next year for an interim KPMG self assessment audit and that the main audit it is scheduled to take place every 4 years.

6.1.2. Authorisation of payments

AMcM highlighted that South Ayrshire Council changed their approach towards supporting the Nationals.

RM initiated discussion around the monies brought in by BS against the monies paid to South Ayrshire Council. AMcM clarified that this year the Council would contribute to the overall cost.

It was agreed that CM should review the authorised payments before being finally signed off. The Board were in principle agreement with authorisation of the payments subject to CM's final approval.

6.1.3. Risk Policy

DS outlined that producing the BS Risk Management Policy is a direct result of the last KMPG audit recommendation. Apart from a basic policy there are additional parts to it which yet to be drafted. These are:

- Referrals to the Crisis Management Plan.
- The Disaster Recovery Plan.

DS, as a result of the above, also updated Risk Management document currently being used.

DS confirmed that the Disaster Recovery and the Business Continuity Plan shall be put forward for Board's discussion at next meeting in August, however it will be circulated as soon as it's ready.

D Risk Policy was adopted

U-25 Ladies Pairs Competition

RM (by close of business this week) to provide the Board with low, medium and high entry levels, as well as a list of confirmed sponsorship before the proposal can be further considered.

6.1.4. Volunteer appointment for C&E committees

RM informed that due to the changes in committee's positions, he was tasked to seek Board's approval to move Fiona Kerr to the Umpire committee.

For transparency reasons BC sought clarification on whether anyone else has been offered this position. He was assured that the C&E committee went through all the possible interests shown by District Secretaries and came up with this recommendation.

- C&E committee recommendation to move Fiona Kerr to the Umpire committee was fully endorsed
- A requirement to set out a procedure for appointing individuals to the committees was recognised
- D Recommendation for Andy Meekison to sit on the C&E committee was approved

6.2. Discussions

6.2.1. Draft Budget- deferred to the August meeting with a group or individual Directors meetings to take place at the Nationals Championships.

6.2.2. Staffing update

AMcM informed that interviews for National Development Manager position will be held on Friday and Tuesday.

Graham and the office are getting a temporary administrator to assist with PVG and information from clubs - Graham is to interview two candidates on Monday 25th of June.

6.2.3. Strategy development

AMcM shared that some work in this area has been done but there's more to come.

MB and BK have left the meeting.

Operational Information Papers

CEO

AMcM highlighted another funding opportunity for clubs to be able to access funds through the new partnership with SALSC depending on the location.

C & E

No questions or comments were raised re the Competitions & Events Board report. SB confirmed with AMcM that the Nationals remain on schedule.

M & Comms

AMcM highlighted that facebook views between 17th and 24th of May had been considerable as per the Marcomms report. AMcM found it encouraging to see where BS sits amongst other big Scottish SGBs regarding social media views.

After some comments about people not making a good use of social media TH shared that looking at the number of Facebook accounts, which raised from 2000 four years ago to 9000 currently - provides good coverage for the organisation when compared to the situation a decade back. TH further underlined that the more media BS makes use of - the more opportunity there is to reach membership.

Development

Equality:

Board expressed sincere appreciation to John Kemp for his commitment and amount of work put into Equality and the role of National Development Manager.

SB thanked the Board for booking on the equality course.

AMcM explained that the Equality Update essentially constitutes the summary of what has been done alongside the action plan and is slightly updated since the last circulated version. He then confirmed that BS is on track.

Child and Adult protection

AMcM outlined that BS was charged by Safeguarding in Sport to achieve Standards for Child Wellbeing and Protection in Sport. John Kemp and Lawra Cox had done a big job to progress this. AMcM informed that it is progressing on a weekly and monthly basis, which requires a lot of utilising of the PVG checks. This is a high priority task and combined with the fact that there is currently no dedicated role for Wellbeing and Protection Officer - it is consuming significant amount of admin time.

AMcM looked into shared role from other SGBs to address this gap but it proved to be a lot more challenging than initially anticipated. AMcM also investigates alternative support options through the SSA.

AMcM further clarified that the Child Wellbeing and Protection Update is an indication of where the organisation is with the clubs. Number of different meetings have been held trying to do some retrospective work with coaches. Safeguarding training are going ahead.

TH observed that it is fantastic to see the level of dynamics of progressing these items and suggested to create a report around that for the AGM.

Board's Comments:

AMcM then elaborated on the benchmark equality survey done to review certain programmes, emphasising in particular an effort to increase the number of players of 25 to 55 age group, which directly relates to BS KPIs, where the outcome is an increase of over 6% whilst the goal set in the KPI was a 5% increase.

After a discussion the BS strategy now gives more opportunities to age groups out of the 25-55 age group, AMcM observed that the equality monitoring survey allows a check and balance of where the organisation is - it is good to see this information comparing to 2015 data. This can be used for the future strategy as potential of growth and will allow to address any potential inequalities.

Admin

AMcM reported that CRM system is now up and running and training sessions with staff have been completed. CRM will allow clubs to interact with their members. Training sessions with the clubs will take place later in the year

AMcM further reported on GDPR. AMcM spoke to different sports about it and the approach towards it varies. In general BS meets the MORs.

AOCB

Responding to SB enquiry about any updates on the Europeans Bowls Union, BC informed that unfortunately there's nothing to report other than the competition is likely to remain in the form as it always has been.

Next meeting: August 8th 2018