



# Bowls Scotland Board Meeting, 29th January 2020, 4:30pm

Brewin Dolphin Offices, 48 St Vincent Street, Glasgow

## Public Minute

### Attendees

Sue Beatt (SB)	Chair	In Person
Alan McMillan (AMcM)	CEO	In Person
Andrew Upton (AU)	Director	Apologies
David Scouller (DS)	Director of Governance	In Person
Tom Hamilton (TH)	Director of Marketing, Branding & Communications	In Person
Bob Christie (BC)	Director of Development	In Person
Sheila Cowan (SC)	Finance Director (co-opted)	In Person
James Laws (JL)	Commercial Director	In Person
Arlene Ewing (AE)	Director	In Person
Margaret Halliday (MH)	Ladies President	In Person
Mariella O'Neill	Ladies Vice-President	In Person
John Anderson (JA)	Gents President	In Person
Ron McArthur	Gents Vice-President	Apologies
Claire Johnston (CJ)	Competition & Events Officer	In Person
Lawra Cox (LC)	National Development Officer	Not required
Sarah Pryde-Smith (SPS)	National Development Manager	In Person
Ross Robertson (RR)	Marketing and Communications Officer	Not required
Fiona Lilley (FL)	sportscotland Partnership Manager	Apologies
Alison Deuchars	SSA Observer (Minutes)	In Person

### 1. Apologies

Apologies were received from Andrew Upton and Fiona Lilley

The Board unanimously approved the apologies

### 2. Chairs' opening remarks

SB welcomed everyone to the meeting and thanked AE and Brewin Dolphin for hosting the meeting and the hospitality provided. SB welcomed the new Presidents and Vice president to the meeting. She advised that Bowls Scotland have made a £500 donation to Bowls Australia Bowls Disaster Relief Fund to assist clubs and communities devastated by the ongoing Australian bushfires.

### 3. Declarations of interest

BC declared an interest in items 6.3, 7.2 and 7.4

### 4. Previous Minutes - December

Minutes of Board meeting held in December were adopted

**Proposed: DS**  
**Seconded: SC**

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

There were no matters arising

## **6. Proposal**

### **6.1. Finance Committee**

Paper circulated. SC talked the Board through the report and advised that the Finance Committee had met the previous week. A discussion took place around the report and the aging debtors process.

**☑ The Board unanimously approved the Finance Committee report**

### **6.2. Investment Proposals**

Deferred to March meeting.

### **6.3. District Secretary Proposal**

Paper circulated. DS talked the Board through the points outstanding and the cultural issues within the role. There is some confusion with members around what the paper by DS gives clarity too. The Board discussed the paper and agreed that the job description and minimum requirements have changed over the years and need to be clarified. It was agreed that 1.7 and 1.8 of the Bye-Laws will be amalgamated and incorporated into all Bowls Scotland policies.

**Ⓐ CJ to add clarity to the District Secretary proposal and circulate the updated paper prior to the next Board meeting**

**Ⓐ AMcM to arrange for Bye-Laws 1.7 and 1.8 to be amalgamated and incorporated into all Bowls Scotland policies**

**☑ The Board unanimously approved in principal, the District Secretary Proposal**

### **6.4. Policy Approval**

#### **6.4.1. Social Media**

**☑ The Board unanimously approved the Social Media Policy**

#### **6.4.2. Mobile Phone**

AMcM highlighted the challenge with this policy is the administering of it and that the policy needs to be robust, legal, pragmatic and user friendly. With context given around the application of the policy. AMcM and SPS will develop the policy and bring it to the next Board meeting.

**Ⓐ AMcM and SPS to update the Mobile Phone policy and bring it to the next Board meeting**

#### **6.4.3. Anti-Bullying**

**☑ The Board unanimously approved the Anti Bullying Policy**

#### **6.4.4. Disaster Recovery Plan - update**

AMcM advised that the amendments to the Disaster Recovery Plan were to revise and update it in line with personnel and structure changes.

**☑ The Board unanimously approved the Disaster Recovery Plan**

#### **6.4.5. Reserves Policy**

Paper circulated, AMcM outlined the update to staff costs and adjustments.

**☑ The Board unanimously approved the Reserves Policy**

### **6.5. Partnerships**

#### **6.5.1. Sports Turf Scotland Ltd (STS)**

**Ⓐ Ross Robertson (Marketing and Communications Officer) to check the Bowls Scotland website for greenkeeping videos by a previous supplier**

**☑ The Board unanimously approved STS becoming a Bronze level partner of Bowls Scotland**

#### **6.5.2. Strachan Travel**

**☑ The Board agreed the partnership with Strachan Travel in principal**

## **7. Discussions**

### **7.1. AGM review and outcomes**

AGM minutes circulated. The Board all agreed that the video was excellent and set a good tone for the meeting, it was watched and listened to. The board discussed how better to engage with members. JL suggested that the AGM could give added value to members with best practice workshops being incorporated into the event.

### **7.2. Presidential appointment process and obligations**

AMcM advised the Board that he had had meetings with three of the Presidents and a number of issues had been raised in regard to the roles of Presidents and Vice Presidents.

The Board discussed how the roles have changed and, with potential issues being forecast, possible changes to the way the roles are allocated could be introduced to make the roles more skills-based appointments in line with staff, designated volunteers and Board member appointments. DS suggested that a role profile be written up with emphasis on the ambassadorial nature of the role. JL agreed and thought this may make the role more attractive to the wider membership. The Board agreed that it is important to invoke the disciplinary procedure when required.

**Ⓐ AMcM to review the work previously undertaken regarding a single President and Vice President**

### **7.3. Safeguard child wellbeing - update**

SPS advised the Board that Bowls Scotland has now achieved 92% compliance with the safeguarding standards, up from 54% in December 2019 and advised that full compliance by 31st March is achievable. The Board congratulated the staff on the work undertaken to improve the standards so quickly.

AMcM advised the Board that SPS and Lawra Cox were in discussions with SYBA around their responsibilities in this area and expanded on this theme with the potential risks to Bowls Scotland from other bowls bodies. AMcM also advised the Board that he has contacted sportscotland, still awaiting a response, to ask what resources they have around the issue of safeguarding vulnerable adults as there is not an organisation like

Children 1st for vulnerable adults. SPS advised that Lawra Cox will be diverted to focus on safeguarding work until April with other staff picking up outstanding tasks, this will be reviewed monthly.

AMcM suggested a Case Management Group could be formed to advise around cases.

#### **7.4. BIBC/BIWBC Alcohol ban**

Results at the BIBC and BIWBC senior and junior Internationals from 2010 were tabled and the question was posed regarding athlete alcohol consumption during the competition may have impaired performances. a complete alcohol ban around competitions was discussed. An alcohol ban can be justified.

A discussion was held around the proposal and how it could be implemented and policed. The Board agreed that player contracts and code of conduct policies need to be strengthened and enforced and disciplinary proceeding be implemented for breach of regulations. The Board discussed giving training and support for team managers to enable them to enforce the conduct agreements.

Ⓐ **CJ to review and strengthen the policies around support staff and players conduct**

Ⓐ **Craig Bolan with CJ to develop training and support package for team managers**

#### **7.5. Partnerships**

##### **7.5.1. World Bowls**

AMcM talked the Board through the proposed candidate for World Bowls appointments.

☑ **The Board agreed to support Garry Collins as Regional Director for Europe at World Bowls**

##### **7.5.2. SDS update**

Ongoing, deferred to next meeting

### **8. Operational Information Papers**

Papers circulated. There were no questions raised around any of the papers.

AMcM advised that four candidates have been shortlisted for interview for the post of Competition and Events officer and there had been six interviewees for the post of Performance Operations Manager.

### **9. AOCB**

AE advised the Board that she will be meeting with Loop to discuss their empowering women logo pitch.

TH advised that the Whiteinch networking event had been busy and very good and that staff had handled it well. It had also received good online coverage.

AMcM advised that the 'Rock and bowl' podcast pilot is being developed.

There was a brief discussion around future Board meeting availability around 11th March, 29th April and 30th September.

SB thanked AE for the venue and catering and AD for minute taking support

Meeting closed: 8:10pm