

## **Bowls Scotland Board Meeting**

**Wednesday 10<sup>th</sup> April 2024, 5.30pm**

### **Teams Meeting**

**Present:**

David Scouller (DS) (Interim Chair), Gavin Smith (GS) Michael Cavanagh (MC), Henry Robertson (HR), Nic Wilson (NW).

**In Attendance:**

Alan McMillan-CEO (AM), Kareena Cuthbert (KC)

1. **Apologies:** Rudi Urbach (RU), Chris Holloway (CH).
2. **Chairs Opening Remarks:** DS welcomed NW to her first Board meeting and outlined the recruitment process for Chair and updated on the Marketing and Communications Director position.
3. **Declarations of Interest:** No declaration of interest
4. **Approval of Previous Minutes:** Discussion on disciplinary actions outstanding – agreed that MC and AM would review and update at next Board meeting. Minutes from September and October were unanimously approved.
5. **Proposal:**
  - 5.1. **Business Plan Q2 Update:** Discussion on RAG ratings and prioritising actions with refinements due at Q3. AM to work with senior management group to refine information contained within the Business plan. The plan was unanimously approved.
  - 5.2. **Finance Report:** HR and AM presented the Finance report with general discussion on National Championship costs and income, approval of costs and implementing a more simplified process for board approval of spend. Finance Report was unanimously approved.
  - 5.3. **Social Media - Terms of Engagement:** Board commented on a positive piece of work and approved unanimously. AM to work with Communication Officer to publicise the terms of engagement on the Bowls Scotland social media platforms
  - 5.4. **Staff Time of in Lieu Policy:** Deferred to next Board meeting.
6. **Information / Discussion**
  - 6.1. **Safeguarding:** AM and NW updated the Board on the PVG change in process and provided the Children 1st Health Check Recommendations action plan. Agreed to continue to keep this on the agenda for progress updates.
  - 6.2. **Equality Action Plan and Working Group:** AM updated on the Equality, Diversity and Inclusion working group. Discussion on process for recruitment of volunteers with some additional

information requested. Unanimously approved by board pending additional information. AM to action with SPS.

- 6.3. KPMG- Action Plan: Discussion on progress to date with some actions pending. SPS to send over a revised action.
  - 6.4. Empowering Women in Bowls- Baseline data: Discussion on data collated in relation to female representation across leadership positions and membership. Further discussion on guidance and support required to ensure club environments are as inclusive as possible. AM provided some examples of complaints being received in relation to women not receiving equal rights within clubs. The board felt that the information was a good based to be able to monitor progress internally and thanked Roz Asli, Equality, Inclusion and Welfare Manager for her efforts on this piece of work.
  - 6.5. Coach Education Subsidy Update: KC and AM provided an update on phase one of the subsidy and confirmation of additional funding from **sportscotland** up to March 2025.
  - 6.6. Equality Complaint: AM updated the board on a current equality complaint, with legal advice being requested via the lawyers.
  - 6.7. Andrew Hamilton Trophy update: GS provided an update on discussions with the Scottish Cities and Counties Bowling Association (SSBCA). Bowls Scotland will retain the trophy and competition rights.
7. AOCB
- 7.1. UKAD: KC informed the group MC is Board lead for UKAD and that UKAD to be put on the Board agendas.

The meeting closed at 19.30