

## **Bowls Scotland Board Meeting**

**Monday 24<sup>th</sup> February 2025, 5.30pm**

### **Teams Meeting**

#### **Present:**

Gary Grant (GG) (Meeting Chair), Gavin Smith (GS), Henry Robertson (HR), Chris Holloway (CH)

#### **In Attendance:**

Malcolm Dingwall-Smith – CEO (MDS), Kareena Cuthbert - High Performance Manager (KC), Brogan Sinclair - Business Operations Manager (BS), Fiona Lilley – sportscotland partnership manager (FL).

1. **Apologies:** Nic Wilson (NW), Michael Cavanagh (MC)
2. **Chairs Opening Remarks:** GG welcomed everybody to his first meeting in the chair and extended his welcome to FL and MDS, both joining for the first time. GG also noted that he reached out to the presidential team and will meet with MDS to establish the rhythm of them attending future meetings.  
FL introduced herself as the new partnership manager from sportscotland and noted her pleasure to be working with Bowls Scotland again having been PM to bowls for more than 6 years previously.  
MDS shared his excitement to have now commenced in post and thanked the board and staff for their engagement over recent weeks. MDS noted he would arrange introductory one-to-one meetings with Board members.
3. **Declarations of Interest:** No declarations of interest.  
GG noted that the board conflict of interest register was due to be updated. BS will action.
4. **Approval of Previous Minutes:** 18<sup>th</sup> December 2024.  
Outstanding actions reviewed. The minutes were approved by the Board.
5. **Proposals:**
  - 5.1. **Business plan 24/25 Sept-Jan update:**  
BS provided an overview of the format amendments following feedback from the previous board meeting. GS noted good progress made on the priority levels and overall RAG rating. Of 34 actions, 4 were highlighted for attention as amber or red priority 1 and priority 2 actions. GS and CH suggested further improvements could be made to the format for the next business cycle to better link with the strategy and departmental operations plans. MDS highlighted the minimum operating requirements objective, noting that the potential strategic risks will be reviewed again alongside the timeline to ensure implementation is optimised for all stakeholders. An update to be provided to the April Board meeting.  
HR asked for more information regarding the outstanding KPMG audit recommendations. FL shared that they are a condition of investment from sportscotland, and she is aware of current progress and outstanding points. MDS shared that of 11 recommendations, 4 have been implemented with 7 outstanding, and given the gap in CEO, it is reasonable to extend the deadline of March 2025. MDS noted that none present high alert for the business at present. GG noted the excellent results in Try Bowls. GS noted that as the annual target has now been surpassed so should a stretch target be reviewed? BS shared that the programme is

working well with 450 registered clubs now but before stretching for a higher target of signups the intention is to review and gather impact data to identify the potential value to gain versus focus in other areas of development work such as Bowls Mark.

GG asked for more information regarding the purpose of the youth working group and the upcoming new youth competition. KC shared that the focus of the group is competition and event delivery for youths. KC shared that the group devised the U21 cup following their feedback that there was a large jump between U18 and U25 competitions and will be involved in facilitating the event. There are further regionalised programmes in planning for 2026. Written summary of youth working group, new competition and comms of updated calendar to be circulated.

#### 5.2. Safeguarding policy updates:

- Good practice guidelines
- Responding to concerns
- Review of management of concerns

The adoption of these policies was approved by the board subject to some minor amendments to language identified by MDS.

HR asked for more information regarding how we ensure that our policies and procedures are comprehensive. BS and MDS explained that the annual Safeguarding Healthcheck audit completed with Children 1<sup>st</sup> ensures we are meeting the industry standards.

### 6. Information/Discussion

#### 6.1. Finance report

BS provided an overview of the finance report and highlighted that YTD overall surplus/deficit is ahead of budget, but the main reason for this is delayed expenditure which will later catch up. Forecasted result for the year is currently behind budget, but missing accrual adjustments have been identified in the accounts which once fixed by BDO, will bring the projected deficit ahead of budget. Written update to be provided following Finance Group meeting in March.

#### 6.2. Safeguarding

BS updated the board that the Children 1<sup>st</sup> Safeguarding Health Check had progressed from 38% to 63%, with outstanding actions including the policy approvals from tonight and some minor amendments to supplementary documents. Completion of 100% of the Health Check will be a condition of investment from sportscotland with an expected deadline of 30<sup>th</sup> June, but we expect to be complete well before then. NW will continue to be informed as the board safeguarding lead.

BS shared an update regarding the Disclosure (Scotland) Act 2020 legislation which comes into effect from 1<sup>st</sup> April, highlighting that some changes could have a significant impact on internal operations and clubs. Unfortunately, guidance is still being developed by Disclosure Scotland, so the full impact is yet to be determined. PVGs will become a legal requirement for regulated roles (previously best practice). Legislation will move from 'regulated work' to 'regulated roles' – which will be expanded to include new roles, including some criteria that is currently unclear around club committees. Currently we process 200 PVGs per year, but we could be facing an increase of 2000-4000 which would need to be processed within 3

months. With resource already maximised in this area, senior management will continue to engage with Disclosure Scotland and other SGBs to determine next steps.

CH noted the significant negative impact this could have on volunteering. GS noted the potential financial and safeguarding risks that should be considered. Consider need to revise risk register to reflect risks created by changes to safeguarding legislation.

6.3. Anti-Doping

No relevant updates.

6.4. Operations Update

Taken as read.

6.5. Commonwealth Games Selection Policy

KC presented the selection policy which was drafted with and approved by CGS, now for board approval. GS asked for more information about the test events included in the selection standards. GS and KC to pick-up outside meeting. KC shared that the minimum standard required two wins against international opposition at international events. KC shared that following approval the selection policy will go to CGS to be ratified and then published.

GG asked that as NW and MC were not present, that final sign off is done electronically following the meeting to also include their vote. Policy will be published by CGS.

7. AOCB

Glasgow 2026

GG suggested that the board may look at a sub-committee to work with the Commonwealth Games Working Group already established in the staff team.

Board Away Day

CH noted unable to attend Board Away Day in July and asked if this was the best period to maximise attendance. GG/MDS to consider.

The meeting closed at 19:00