

sportscotland

Council Meeting

Minutes of the Council Board Meeting held at Inverclyde on Wednesday 23 August 2017 at 09:00.

Present

Members

Mr M Young, Chair
Mr D Cameron
Mr C Grant
Professor C Mahoney
Miss H Ousta
Mrs C Riddell
Professor L Robinson
Mrs S Sandilands
Miss K U'ren
Mr G Walker
Ms F Wood

In Attendance

Council Officers

Mr S Harris, Chief Executive
Mr S Ogg
Mr M Roberts
Mr M Whittingham

Mr N Cobb
Mr J Lunn
Ms J Lynn
Ms K McCheyne
Mr D Williamson
Ms P Lombardi – Minute Secretary

Welcome

The Chair welcomed everyone to the meeting.

Business

1 Apologies for Absence

- Apologies were noted from Professor L Robinson (22 August Strategic Discussion) and from Mr D Skinner (22 August Strategic Discussion and 23 August Board Meeting).

2 Declarations of interest

- Mrs Sandilands declared an interest in agenda item 11, Communications Strategy Review, which was deemed not to be in conflict.

3 Minutes of Meeting held on 19 April 2017

- The minutes of the Board meeting held on 21 June 2017 were approved as a true and accurate record.

4 Matters Arising

- There were no matters arising.

5 Chair's Report

The Chair reported on his attendance at some recent key external events including the IAAF World Championships, which had been high-profile and particularly well organised. Whilst in Holland to watch Scotland play Portugal in the UEFA Women's Euro 2017 Finals he toured a sports centre in Utrecht (with the Minister), which demonstrated how the city was integrating sport into a wider plan for the long-term, linking with other services such as transport and health. This sort of innovative thinking was to be encouraged and the Utrecht model was hugely impressive.

The Chair noted that the significant investment being made by the English FA into women's football merited careful discussion, given the disparity and imbalance with Scotland's investment in that area. The Board asked whether, particularly following the previous evening's presentation from Sport England, there may be requests from Sport England or UK Sport for the **sportscotland** team to visit and talk to them. Mr Harris commented that he had suggested that the Chief Officers' meetings look at communication around key activities to promote greater collaboration. There were a number of opportunities arising from meetings and potential visits which could help in this area.

The Board felt that it was important to find an opportunity to discuss the balance between a focus on medals and performance and physical activity and sport, and the impact this might have on organisational structure and resource allocation. There was a reputational risk to be considered where, despite work on and investment in pathways, high-profile athletes tended to go elsewhere once they reached elite level. Stronger collaboration was vital to striking a balance between strengthening home-grown programmes and accepting the limitations in our ability to offer the sought-after high-end contracts. Mr Whittingham noted that High Performance was driving a piece of work around culture health-check and duty of care policy.

- The Board noted the Chair's Report.

6 Executive Management Report

Mr Harris highlighted key aspects of his report, noting in particular:

- Safeguarding – work on the Safeguarding report had concluded with Children 1st and an executive summary, together with recommendations, would be brought back to the Board. This piece of work had been a good opportunity to move things on positively, with Governing Bodies already addressing the necessary changes. The timeline was lengthy but with committed engagement across the sector the desired outcome of lifting standards to the maximum expected was fully achievable.

- Chalamain Gap – there had been an indication that the Procurator Fiscal may visit the site and Board members would be kept informed between meetings, if necessary, on any developments and/or updates. The Board sought confirmation that sufficient legal support was in place on all current potentially contentious or high-profile matters, and that such support was reviewed periodically. As Audit and Risk Committee Chair, Mr Cameron confirmed that the Committee maintained an overview of procuring external services and was content with the approach to market. The Scottish Government had in place a framework of six legal firms, all of which were able to bid for contracts including internal work.
 - Corporate Parenting Plan – work continued alongside partners in local government, involving groups that had been corporate parents for a long time. With 2018 designated by the Scottish Government as the Year of Young People, this was an opportunity to celebrate our work in this whole area and particularly with the Young People’s Sport Panel and Young Ambassadors programme. The Board asked about the overall goal of the corporate parenting plan and how it linked into equalities and inclusion. Mrs Lynn explained that it was about upskilling and creating awareness of what we can do for children and looked after young people and about offering opportunities.
 - Glasgow 2018 Legacy Fund – with £0.5m accessed towards Community Sports Hubs looking to activate physical activity, the plan was to engage all 32 local authority areas and work with the community sports hub officers to identify hubs where the activity could be sustainable and would sit well with the capacity of those particular hubs, following which a report and proposal would be put together for submission to Glasgow City Council and to the Scottish Government.
- The Board noted the Executive Management Report.

For Discussion

7 Presentation by scottishathletics

Mark Munro, Chief Executive of scottishathletics, took the Board through a presentation demonstrating the progress being made by scottishathletics, its key areas of work and the challenges and risks ahead. Following the presentation the Board discussed challenges around club waiting lists. Mr Munro explained that development of more satellite centres would help with capacity. The challenge around volunteers was more about instilling a culture change and veering away from the traditional volunteering times. Mr Munro also noted that to address funding challenges the Board of scottishathletics was considering a model for jogscotland based around a voluntary donation for people registering. This would need to be voluntary so as not to limit access. Mr Munro also assured the meeting that with a balanced Board now in place there was a much stronger foundation to scottishathletics.

- The Board noted the scottishathletics presentation.

8 Communications Strategy Presentation

Mrs McCheyne took the Board through a presentation explaining the key elements of **sportscotland’s** communications strategy, including: relationships and work with partners; schools and education; clubs and communities; performance; media – local national and regional; and support for SGBs around their own communications requirements.

The Board was keen to know what it could do, as a collective body, to assist. A key function was to stay current and aware of the key messages and to promote them as widely as possible

and make it part of the 'daily narrative'. Engaging and encouraging people, even in the small things, would make a difference.

The Board asked what opportunities might exist for more proactivity with the Scottish Government and how communications could make a difference to how the Scottish Government perceives **sportscotland**. Mrs McCheyne confirmed that work was ongoing to establish a more meaningful programme with and for the Minister – a more in-depth schedule of activity and appearances. In terms of **sportscotland** taking more of a leadership/opinion stance, the Chair noted that this would roll into the output from Board strategic discussion sessions and that there would be alignment to these sessions.

- The Board noted the Communications Strategy presentation.

9 Annual Data: Active Schools and Community Sport Hubs

Mr Williamson referred Board members to the annual data summarised in his report, noting that Active Schools participant sessions were up 52% since the start of data recording. The Board asked whether there was consistency in the data for each local authority. Mr Williamson explained that each local authority had a different local context but most were now using the same system, which provided the same level of information, although levels of access could vary. He confirmed that **sportscotland's** system did not name individuals or retain personal details.

- The Board noted the Annual Data Report.

10 Corporate and Business Plan 2017-18 – Quarter 1

Mr Ogg explained that the format of the report had been changed to focus on highlights, challenges and key priorities and outlined some adjustments to the budget. Board members found the changes to the format useful and also noted – particularly with regard to the discussions and decisions likely to be necessary around allocation of funding – that they would find it helpful to have more open channels of communication in place for interaction with the Minister.

- The Board noted the Corporate and Business Plan 2017-18 Quarter 1 Report.

For Decision

11 sportscotland Group Annual Accounts for the year ended 31 March 2017

12 sportscotland Group Draft Auditors' Report and Letter of Representation

13 sportscotland Lottery Fund Annual Accounts for the year ended 31 March 2017

14 sportscotland Lottery Fund Draft Auditors' Report and Letter of Representation

Mr Cameron reported that the Audit and Risk Committee had met on 16th August and gone through the papers in detail. The discussion was supported by Mr Cobb and the team in terms of input to the accounts and held in the presence of the internal auditors (BDO) and external auditors (Audit Scotland). The Audit had identified a number of individual fairly minor points for adjustment – mainly presentational – and Mr Cameron confirmed that the Committee was satisfied with management responses to all the audit recommendations and content with the process, validity and accuracy of the accounts. On the basis of all of the above, the Committee was recommending the Accounts package to the Board for approval and sign-off by the Chair and Chief Executive.

- The Board formally approved the Group Annual Accounts and Letter of Representation and the Lottery Fund Annual Accounts and Letter of Representation.

For Information

15 Annual Health and Safety Report

The Board sought information on the evacuation arrangements for residential blocks where disabled people were staying and Mr Ogg confirmed that the design of the Inverclyde building included a safety area on each floor. The lifts can be used as part of the evacuation process due to the nature of the build and the lifts and areas around have smoke-free areas. Mr Ogg noted that the cost of a sprinkler system in the corridors was being investigated and reassured the Board that everything possible was being done to ensure the safety of residents and participants.

The Board also queried whether the Trust Company should have its own Health and Safety Committee and agreed that Mr Ogg should investigate this further and take legal advice where necessary. Although named Health and Safety representatives were attached to each of the sites, it was important to clarify the formal reporting process.

16 Draft Minutes: Financial Resources Committee – meeting held on 11 July 2017

Taken as read.

17 sportscotland Group and Lottery – Audit Scotland Annual Report to the Board and the Auditor General for Scotland for the year ended 31 March 2017

Taken as read.

18 The Scottish Sports Council Trust Company Annual Report and Financial Statements for the year ended 31 March 2017

Taken as read.

19 The Scottish Sports Council Trust Company – Grant Thornton Audit Findings for the year ended 31 March 2017

Taken as read.

20 Annual Review – Summary of Progress 2016-17

- The Board viewed and appreciated the ‘Playing our Part’ video presentation.

21 Any Other Business

The Board agreed that a session on further and higher education would be a welcome future strategic discussion topic and/or Board agenda item. Members also felt that it might be helpful to lessen the amount of time devoted to presentations at Board meetings to allow more time for fuller engagement around the key items for discussion.

22 Date of Next Meeting: Tuesday/Wednesday: 24/25 October (Inverclyde).

23 Dates of 2017 Meetings: Tuesday/Wednesday: 12/13 December (Inverclyde)

24 Dates of 2018 Meetings: Tuesday/Wednesday: 27/28 February; 24/25 April; 19/20 June 28/29 August; 30/31 October; 11/12 December

There being no further business, the Chairman closed the meeting and thanked everyone for attending.

ACTIONS

Agenda Item	Responsible Officer	Planned Action	Actions Taken
6	Mr Harris	Safeguarding Report Executive Summary to be sent to Board when available.	Board paper for October meeting.
8	Mr Ogg	Board to receive key message and event schedule.	Ongoing discussion.
15	Mr Ogg	To investigate whether the Trust Company should have its own Health and Safety Committee in place.	Ongoing discussion.