

sportscotland

Council Meeting

Minutes of the Council Board Meeting held at Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ on Wednesday 25 February 2015 at 1000 hours.

Present

Members

Mrs L Martin CBE, Chair
Mr D Cameron
Mr D Gass
Professor G Jarvie
Professor C Mahoney
Ms C Riddell
Mr R Stone
Mr G Walker
Ms F Wood
Mr M Young

Advisors

Ms Susan Jackson

In Attendance

Council Officers

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

Ms M Allison
Ms M Borland
Mr M Cavanagh
Mr M Cowan
Mr J Kent
Mr J Lunn
Ms J Lynn
Mr S Roberts
Mr C Robinson

Ms P Lombardi – Minute Secretary

Scottish Government

Mr R Foggo

Business

The Chair welcomed everyone to the meeting, in particular Professor Craig Mahoney (attending his first **sportscotland** Board meeting) and noted that Mr Jamie Hepburn MSP, Minister for Sport and Health Improvement, would join part of the morning session.

1. Apologies

- *Apologies were noted from Professor Leigh Robinson and Mr Mike Hay.*

2. Declarations of interest

- *Mr Young noted his interest in relation to agenda item 10.1. The Board did not consider this to be a conflict. Ms Riddell noted a conflict of interest in relation to agenda item 10.4 and it was agreed that she should absent herself from that discussion.*

3. Minutes of Meeting held on 17 December 2014

- *The minutes of the meeting held on 17 December 2014 were approved without amendment.*

4. Matters Arising

It was noted that all the actions listed at the end of the Minutes had been completed.

5. Chair's Report – s (15) 01

With the recent changes in Board membership, the Chair circulated a table setting out the proposed composition of the Board's Committees and invited feedback from Members.

The Chair noted that she had participated in Edinburgh Leisure's recent 'Looked After & Active' event. This was an impressive project in support of looked after and accommodated children, young people and their carers. A copy of the presentation from the event would be circulated to Board members.

- *Board noted the content of the Chair's Report.*

6. Executive Management Report – s (15) 02

Mr Harris updated Board members on the areas of note within the Executive Management Report which highlighted those key activities and actions undertaken by the Strategic Management Team of **sportscotland** that were not contained in other substantive papers.

Mr Harris flagged an amendment to Appendix II of his report from 'Awards Approved' to 'Awards Recommended.'

Scottish Government

Mr Harris noted that the strategic guidance letter received from Mr Hepburn MSP was intended to guide **sportscotland**'s current strategic direction and did not indicate any significant change. In fact **sportscotland**'s draft 2015-19 Corporate Plan remained aligned with the Scottish Government's Active Scotland strategy.

Operational

Weightlifting Scotland

Mr Harris confirmed that every effort was being made to resolve the current governance issues and find an acceptable solution without the need for a lengthy legal process.

Staffing

Mr Harris noted that discussions were continuing with HMRC regarding the use of contracts for services and that the status of various posts remained under negotiation. Mr Ogg confirmed that a meeting or conference call was being planned for March in order to resolve outstanding issues.

➤ *The Board noted the Executive Management Report.*

For Decision

7. **sportscotland Appeals Process (agenda item 8) – s(15) 04**

Noting that the document was in draft form, the Chair noted that the current proposals indicated that any appeal had to be made within 20 working days following receipt of an award letter and that an appeals-hearing date would be set within five days of that deadline. The Chair also explained the proposed governance requirements which accounted for the membership make-up of the appeals panel. Ms Riddell and Mr Ogg would review these proposals and redraft the document to enable a final version to be presented to the Board at the May meeting or circulated in advance. The Board would receive a final redrafted policy in May.

8. **Recognition of Sporting Activities and National Governing Bodies (agenda item 12) – s (15) 12**

Mr Roberts confirmed that the Scottish Field Archery Association (SFAA) was in liquidation and that its last meeting had taken place in November 2014. Accordingly, Board approval was sought to formally de-recognise the organisation.

Given Caledonian Snooker Limited (CSL)'s failure to engage with the wider community to build the sport's reputation, its lack of contact, low membership numbers and poor progress, Board approval was requested to remove CSL's conditional recognition.

➤ *The Board approved the de-recognition of SFAA and removal of CSL's conditional recognition.*

9. **National Performance Centre for Sport (NPCS) (agenda item 7) – s (15) 03**

The Chair acknowledged the extra time and effort given by Board members to support this project and noted that the NPCS would be an excellent facility and was much needed.

Mr Jamie Hepburn MSP and his Private Secretary joined the meeting.

Mr Cowan outlined the background to the request for additional funding from **sportscotland** into the NPCCS project. Despite regular assurances from the design team and cost consultant that the project was on budget, the robust level of market-testing by the contractor had proved otherwise. Nevertheless, Board members should be assured that the quality of the build had been preserved.

The Board expressed concern as to whether the contingency amount was sufficient and wished to be assured that from this point forward there would be no further requests for additional funding. Mr Cowan confirmed the team's confidence level in the contingency amount and in the stage of design now reached with the contractor.

- *The Board ratified the approval of an additional £1.5m investment into the NPCCS, allocated as follows:-*
 - *£1m to secure an extension to the agreement with Heriot Watt University from 25 years to 30 years;*
 - *£0.5m to underwrite the project contingency with approval on the investment required from the **sportscotland** Project Manager (Mark Cowan).*

The Chair introduced Mr Jamie Hepburn MSP, who outlined his portfolio. He looked forward to working with **sportscotland** to ensure the positive impact of sport on improving health, mental health and wellbeing and noted that during visits to various facilities he had been encouraged by the level of public usage.

10. Update on Corporate Plan (agenda item 9) – s (15) 05

Mr Harris explained that the document was being developed as a planning tool for the management team and that impact measures were in the process of being finalised.

The Board suggested that the section on inclusion might be strengthened and other potential partnership areas and incentives for investment explored. This could form the basis of a useful discussion paper and debate at a future Board meeting.

- *The Board confirmed its approval of the draft Corporate Plan at this stage of development.*

Mr Ogg noted excellent progress with the Risk Register over the last two years in the process of managing risk and confirmed that a system of continuous assessment was in place, including a twice-yearly review. The team would continue to provide the Board with updates on the process and continue to focus on managing the key risks.

The Board noted the good progress in the evolution of the Corporate Plan and the team wished to record its thanks to Board members for their support.

- *The Board noted the content of the Corporate Risk Register.*

11. Investment into Scottish Local Authorities – s (15) 11

As had been agreed at the December 2014 Board meeting, a full report was tabled for the Board's consideration and approval was sought for the detailed Local Authority investment recommendations for the 2015–19 investment cycle.

The presentation included an update on the strategic meetings and Local Authority outcomes and priorities as outlined in the partnership agreements.

Board members discussed the gender-imbalance uptake of sporting facilities in some Authorities, access to school sport and the need for promotion and encouragement of girls' sporting activity. It was confirmed that the team was working hard to support and encourage Local Authority emphasis on these areas.

It was noted that although there were a few challenges with three Local Authorities overall the majority were committed to continuing their investment in sport. Should Board members wish to discuss any Authority in particular, this could be placed on the agenda for a future meeting.

The Board felt it would be helpful to see the levels of investment being made in sport by each local authority alongside **sportscotland's** planned investment.

> *The Board acknowledged the update on progress of the strategic meetings and partnership agreement process and approved the recommended planning figures for investment in all 32 Local Authorities for the 2015–19 Corporate Planning cycle.*

12. Investment into Scottish Governing Bodies (SGB) (agenda item 10) – s (15) 06

Mr Lunn presented an overview of the approach taken to the SGB investment planning process, including progress to date, time-line of future activity and changes to in principle figures.

> *The Board approved the changes to investment recommendations presented in December 2014 for Scottish Swimming, Scottish Athletics and Netball Scotland.*

The Board discussed how best to manage the level of detailed information presented to the meeting. After discussion there was general agreement that the Board's role was to scrutinise the investment process, the overall investment levels and the outcomes. As part of this process it was suggested that case studies could be used to exemplify the way in which the investment process is applied from start to finish. This would help provide the necessary assurance to the Board that a full and robust procedure was in place in support of the team's recommendations. Exception reporting should continue.

> *The Board agreed the annual investments for all SGBs.*

Scottish Football Association (SFA) (agenda item 10.1) – s (15) 07

As the Partnership Manager for the SFA, Mr Cavanagh noted the improvement in membership figures over the year and the increasing number of clubs attaining the quality mark. New facilities were being created and/or existing ones upgraded to support participation in the sport.

The Board discussed the importance of equality and focusing investment at grass-roots level to make the game accessible to all. These long-term outcomes should be reflected the investment agreement.

> *Board approved a total investment of up to £1,325,000 to the Scottish Football Association for the 12-month period 1 April 2015–31 March 2016.*

Scottish Rugby Union (SRU) (agenda item 10.2) – s (15) 08

As the Partnership Manager for the SRU, Mr Cavanagh reported a better understanding between **sportscotland** and the SRU around how the partnership would work in the future

and noted that the investment risk level had decreased as a result of recent changes bedding into the organisation. This was a one-year interim award request with no continuing support for Rugby 7's.

➤ *Board approved a total investment of up to £774,500 to the Scottish Rugby Union for the period 1 April 2015 to 31 March 2016.*

Boxing Scotland Limited (agenda item 10.3) – s (15) 09

The Board considered that the wording of the conditions attached to the proposed investment in Boxing Scotland Limited should be strengthened. Although the profile of BSL should have been high after the popularity and success enjoyed by the sport during the Glasgow 2014 Commonwealth Games, the management difficulties were perceived to be impacting on its operational effectiveness.

Following discussion, it was agreed that release of funding should be contingent upon BSL's commitment to the development and delivery of an action plan, with clearly defined timescales with conditions which highlight the consequences of non-compliance.

➤ *Subject to amendment of the conditions to reflect the consensus reached at the meeting, the Board approved the investment of up to £667,000 to Boxing Scotland Limited for the period 1 April 2015 to 31 March 2016.*

Scottish Squash and Racketball Limited (agenda item 10.4) – s (15) 10

Mr Cavanagh noted some progress with this sport, especially the well-led performance programme. However the on-going management issues remained a major challenge.

The Board agreed that conditions should be placed on the release of investment in order to ensure compliance with **sportscotland's** conditions. It would also be useful to establish at a future Board meeting an agreed process for resolving cases where management issues threatened to affect the development or future of any sport.

➤ *Subject to conditions being in place to reflect the consensus reached at the meeting, the Board agreed a total investment of up to £365,205 to Scottish Squash and Racketball Limited for the period 1 April 2015 to 31 March 2016.*

13. Business Plan 2014/15: Quarter 3 Report – s (15) 13

Mr Ogg updated Board members on progress with the Q3 Business Plan 2014-15 report which represented the second year of the 2013-15 business plan.

➤ *Board noted that the Q3 report reflected well on staff and performance.*

14. Update on Business Plan 2015–16

Noting that the Business Plan was work in progress, the Chair invited Ms Borland to provide the Board members with an overview.

Ms Borland explained that the paper provided a high-level summary of the work undertaken to develop the Plan so far and that the final draft Business Plan would be presented to the Board for approval at its next meeting in May. She noted that the team

was well placed to prepare a plan which would support the Government's strategy. Although happy with the structure and approach, Board members were keen to understand the priority issues. Ms Borland confirmed that the priorities would be clarified in the final document, in line with the impact measures identified in the Corporate Plan. Work was ongoing to determine how best to express the complexity of delivery of the work in the plan, but Mr Harris confirmed that priorities would be established and communicated. Ms Borland also noted that she would work with the team to strengthen the narrative around investment in governance and management infrastructure of the governing bodies.

- *The Board noted the progress being made with the development of the 2015-17 Business Plan.*

For Information

15. Trust Company – Minutes of Meeting of 19 January 2015
16. Audit Committee – Minutes of Meeting of 27 January 2015
17. Ethics Committee – Notes of Meeting of 16 December 2014
18. Equality Advisory Group – Notes of Meeting of 21 January 2015
19. Health and Safety Report – Quarterly Update: October to December 2014

The Chair invited Board members to address any requests for further information on these items to the respective authors.

20. Any Other Business

Mr Ogg provided Board with an update on the Inverclyde Project development tender. Mr Foggo commented that the Minister would be delighted to be kept fully informed on this project, which sat well with the Government's priorities around inclusion and was a good example of how these could be met.

Mr Young noted some interesting output from the Fans Working Group around community ownership and fan ownership of football clubs and would circulate the report. Mr Foggo confirmed that the Government would welcome Board members' feedback and would be grateful for their expertise and (non-operational) input in this area, should they wish to contribute. Mr Young and Mr Cavanagh would discuss this further and report to the next Board meeting.

21. Date of Next Meeting

The date of the next meeting of the **sportscotland** Board will be on Wednesday 6 May 2015 at Caledonia House.

The Chair thanked all for attending and closed the meeting.

Agenda Item	Responsible Officer	Planned Action	Actions Taken
5	Patricia Lombardi	'Looked After & Active' event presentation to be circulated to sportscotland Board members.	Completed
8	Mr Ogg	Redraft of Appeals Process document to be presented for approval at the sportscotland May 6 Board meeting or by prior circulation.	Completed
10	Ms Borland	The final draft of the Corporate Plan impact measures to be presented to the next Board meeting.	Completed
14	Ms Borland	Finalised Business Plan to be presented for approval at the sportscotland May 6 Board meeting.	Completed
20	Mr Cavanagh	Mr Young and Mr Cavanagh to discuss and report to the sportscotland May 6 Board meeting the potential for Board input to the Government's planned review of Scottish Football.	To be discussed