



# Council Meeting Minutes

Minutes of the Council Meeting held 10am, 18 March 2018  
Stirling Court Hotel

**Present**

- |                       |                              |
|-----------------------|------------------------------|
| Alison Low (AL)       | President                    |
| Moraig Macdonald (MM) | Vice President 1             |
| Ian Fleming (IF)      | Vice President 2             |
| Ritchie Metcalfe (RM) | East District President      |
| Les Rodger (LR)       | East District Vice President |
| Fiona Crawford (FC)   | Midland District President   |
| Durno Jessiman (DJ)   | North District President     |
| Derek McGown (DM)     | West District Vice President |
| Maureen Campbell (MC) | Chair                        |
| Forbes Dunlop (FD)    | Chief Executive              |

**In Attendance**

- |                       |                         |
|-----------------------|-------------------------|
| Sharon MacDonald (SM) | Director of Development |
|-----------------------|-------------------------|

**Item No.**

**Action**

**1. President's Address**

The President welcomed everyone to the meeting, then went onto thank Margaret Somerville for the good job she had done and for the support in a smooth handover. The President reflected on another positive AGM and on the Edinburgh International / British Championships, noting her appreciation to all those involved in making the competition happen and her congratulations to all swimmers, noting in particular some very good junior performances. The President then noted her best wishes to the team that will compete in the Gold Coast.

The President finished her address by reflecting on and thanking David Carry, John Mason and Maureen Campbell for the excellent contribution they have made to Scottish Swimming.

**2. Declarations of Interest**

None

**3. Apologies for Absence**

- Janice Morgan – West District
- Helen Smith – North District
- John Rough – Midlands District

DJ noted that Helen Smith has intimated that she will no longer be able to continue to commit to Council and that the North District will confirm a new representative in the coming weeks.

**DJ**

**4. Minutes of Previous Joint Council Meeting held 30 September 2017**

The following clarifications and questions were raised.

There is a confusion between Derek McGowan (DG) and Deborah McGinness (DMG) in the September minutes. FD to update the September minutes.

It was noted that previous volunteer awards should now appear on the website. FD to check this.

**FD / EM**

MM clarified her comments under point 8.4, her question was whether slow sales were down to partners having old stock which they wanted to move before committing to new certificates.

FC queried whether the minutes from the previous Council meeting had gone to District Secretaries? FD to check. It was also requested that when general communications are going out to club secretaries that District secretaries are included.

**FD**

## 5. **Actions from Previous Joint Council meeting held 30 September 2017**

AL shared her thoughts on the John Gunning Awards and the changes required to update the forms, Council agreed to these changes. There was then a discussion around documentation of all awards, including the importance of consistent naming (which should also be captured in the Governance Documentation), language and format. AL also asked if the Club of the Year Award should be added to the Governance documents, it was agreed that this should be referred to the Editorial Board. AL will send changes to Elaine MacKenzie.

AL

There was a discussion on District Constitutions and the implications from the agreement at the AGM to change the financial and membership years. Council agreed in principle that this was a good opportunity, in line with C9.2.1.4, to ensure a consistency of approach across Districts. DM updated that the West had sought advice from Blair, it was agreed that Blair should be asked to circulate the advice to all Districts and that constitutional consistency should be discussed at the next District Modernisation meeting.

SM/FD

AL updated that Helen Murray has produced a R&R sheet for hosting at national events. This will be circulated to Council and it was agreed that each District should then be asked to support this function when national events take place in their District, recognising that Midlands don't always have a national event, it was agreed that they should still be invited to support. Districts will consider who is best placed for this role and an invitation will then be extended to them for future events.

FD/LL

FD

There was a discussion on the 'model' used for Jury of Appeal. It was agreed that the STO committee should be asked to consider this.

## 6. **Development Plan Review**

SM presented on the progress made against the Development Plan, highlighting that we are now half way through the six year plan. SM focussed on the progress in participation, particularly the implementation of the Learn to Swim Framework; the progress made with club governance, planning and the support provided around accessing investment opportunities; the developments in education, in particular with the Tutor workforce; and finally a reflection on the strength of the partnerships that we have worked very hard to develop and the benefit across the pathway that these partnerships can now support.

## 7. **Club Framework Presentation**

SM presented on the progress made to develop the Club Framework and how going forward the intention is to have an Aquatics Framework which will overarch the Learn to Swim, Club and Performance pathway.

SM updated on the key parts of the Club Framework which are based on quality environments, taking an athlete centred approach and focussing on; pathway, culture, workforce, programme management, facilities and partnerships.

Council members discussed the framework and noted:

A request that the Framework does not become too specific and that care is given to think through any unintentional detrimental implications for clubs. It was agreed that the Framework needed to stay high level and be based on principles and guidance rather than become prescriptive and detailed.

There was a discussion on Swimark and Swimark Plus and a request that the work clubs have completed on these programmes is not lost and that the awards against these programmes continues to be recognised. SM confirm that the award / status will remain for the three year period that it is currently awarded and that the new Framework will be complementary to Swimark and Swimark Plus.

The cost of this work, including the new online support programme that is being developed was discussed. Districts, in principle, were happy to invest into anything that supports and adds value to clubs, Districts would need more detail on exactly what investment would be

SM

and what benefits clubs would get in return. SM will keep Districts up to date as the work and detail emerges.

Council members discussed how we measure the impact on clubs. Various measures were discussed including retention and the evidence of the wider impact clubs have on young people's development.

**8. District Modernisation – interim report**

Council were happy with the progress that has been made to date. They acknowledged the findings in the report and in general agreed with the direction that was emerging. The next meeting of the group will take place during SNAGs.

**9. Board Recruitment**

Council approved the process and timeline in the paper. AL will agree with the Vice Presidents who will support the recruitment process. **AL**

**10. Hall of Fame Process**

Council acknowledged the process, agreeing the criteria were clear. It was suggested that the Criteria are included on the website, it was also suggested that the sub group which was created to review and support the awards process was asked to consider Hall of Fame nominations. AL will pull the group together in early August.

**11. AGM Draft Minutes/Debrief**

Council members reflected on another positive AGM, in particular noting the excellent presentations from the young people who attended.

A number of corrections to the draft minutes were offered, these will be updated and a final draft sent to Board in April. There was a discussion on how the attendance of Council, Board and Discipline Chairs is captured in the minutes, it was accepted that it was an accurate account but that the perception could be that the AGM was poorly attended by these groups as they are often shown as a club delegate rather than in their Council, Board, Discipline position. It was agreed that a footnote / explanation should be added to the minutes to clarify this. **FD/EM**

AL updated on an outstanding action from the 2017 AGM. Lynn Alderton had raised a question around changes and meaning of wording in C2.0 Objectives. Lynn had provided AL further information with her views, it was agreed to circulate this to Council members and to ask the Editorial Board to consider the feedback. **FD**

**11.1 New Club Affiliations – District process**

Council members confirmed that the changes to club affiliations were understood and would be adopted.

**11.2 Club Model Constitution**

Editorial Board will update any changes and make the next version available.

**11.3 Wellbeing and Protection governance**

Council members noted the changes and agreed that presentations at Spring / Summer District Delegate meetings would be very worthwhile. RSDMs will be in touch with Districts to confirm this. **FD / RSDM**

**12. District Financial Reports in accordance with R3.1.4**

Council noted the healthy financial position of the Districts. Midlands confirmed that their small reduction in reserves was planned as they saw no reason to grow reserves any further.

**13. Management Team Report from the Company**

FD highlighted a number of points from the report including the Awards Dinner, encouraging Districts to buy tables, the thinking around the Young Peoples Forums and how this may develop to ensure we use young people more often to consult and engage on plans and noted that the CG Team had now left for the Gold Coast.

AL queried whether tutors who had not attended the CPO session would be given the opportunity to pick this up, SM will clarify. **SM**

**14. Chair's Report**

The Chair of the Board updated on changes at British Swimming, updating that Jack Buckner is now in post and that he had attended the last Scottish Swimming Board meeting. The Chair also updated on a recent British Swimming Strategy weekend that both she and the CEO attended.

The Chair noted the recent publicity around a number of charities and their handling and communication of issues and incidents. While it was acknowledged by all that we have good systems and processes in swimming it was agreed that we must continue to do all we can to ensure any concerns are raised and to that end the Chair encouraged District reps to keep pushing this message to the clubs.

**15. Business in Accordance with Paragraph C.7.1.3 of the Constitution**

None

**16. AOCB**

There was a discussion on GDPR and an acknowledgement that while we are progressing with this work inevitably that will lead to more questions. There was a query around Privacy statements that clubs could use and whether these had or had not been circulated. FD will ask Elaine MacKenzie to clarify this with Council. Other areas which need further consideration and guidance are around how long to keep sensitive information from complaints, CP cases and the implications of sending swimmer details as part of Meet Management.

**FD**

There was a discussion around various aspects of the Scottish Swimming website. MM requested that consideration is given into how the governance document can be accessed as it currently takes a long time to download and then you have to scroll through to find what you are looking for. It was agreed that Council would look at the website for details that are inconsistent or out of date and should feed any comments back to DM who will collate and report back to Helen Plank.

**Council /DM**

FD updated on further progress and discussions with the Swimwear Policy, highlighting there are further requirements which will go to Swim Committee and then Board for approval.

AL asked that Editorial Board also consider C9.6.5, should this be updated to allow delegates to move between clubs within the year.

**AL**

The meeting finished with a presentation to Maureen from Council, thanking her for the contribution she has made. MC thanked Council for the gifts, reflected on the progress that has been made and on the positive and constructive relationship that now exists between Council, Board and staff.

**14. Date of Next Meeting:**

Council Meeting – Saturday 29<sup>th</sup> September – The Radisson Hotel, Glasgow – 11.00am–2.00pm  
Joint Board and Council Meeting – 18 November – Stirling Court Hotel

**cc** Board and Council                      Editorial Board                      Ewen Cameron – **sport** Scotland  
National Chairs                      District Secretaries                      Kevin Reynard