

## Board Meeting Minutes

### Minutes of the Board Meeting held at 10am on 28 January 2018 Stirling Court Hotel, University of Stirling

#### Present

Maureen Campbell (MC)	Chair
Forbes Dunlop (FD)	Chief Executive
David Carry (DC)	Board Director
David Beattie (DB)	Board Director
Andy Figgins (AF)	Board Director
Graeme Marchbank (GM)	Board Director
John Mason (JM)	Board Director
Margaret Somerville (MS)	President
Alison Low (AL)	Vice President

#### In Attendance

Sharon MacDonald (SM)	Director of Development
Deborah McGinniss (DM)	Finance Manager/Company Secretary
Elaine Mackenzie (EM)	Director of Services
Ally White (AW)	Director of Performance
Helen Plank (HP)	Head of Marketing
Kirsten Phillips (KP)	Communications Manager
Jack Buckner (JB)	CEO (British Swimming)
Ewen Cameron (EC)	<b>sportscotland</b>
Kelly Sleight (KS)	Minute Taker

#### Item No.

#### Action

##### 1. Chair's Address

The Chair welcomed everyone to the Meeting, in particular JB from British Swimming and both HP and KP who will be presenting to the Meeting.

##### 2. Declarations of Interest

DB declared an interest in respect of the item relating to Aberdeen Performance Swimming.

##### 3. Apologies for Absence

None.

##### 4. Minutes of Previous meetings: Board and Council meeting 12 November 2017

The Minutes were agreed by the Board as a true record, subject to the addition of KC who was in attendance. FD apologised to the Board for the late circulation of the Minutes.

##### 5. Actions from previous meeting: 12 November 2017

Item 13 – the Council Presidents are to perhaps support Helen Murray in looking after guests at the National Events.

FD updated the Meeting in relation to the European Championships 2018 (EC 2018), the organization, ticket sales and the progress against aquatic events and venues. FD also updated on good progress made by SM to secure 'legacy' money, which will be used to support targeted school swimming initiatives in the three host LAs, the LTS theme will also be picked up during the Championships.

##### 6. Marketing and Communications Plan and Presentation

KP and HP presented to the Board on the review of progress during 2017 and the objectives and thoughts for the 2018 Marketing plan, to be implemented from April.

The Board complemented HP and her team on the progress made during 2017. There was support for the general direction of the 2018 plan but a cautionary note that we must stay focused and not spread resources too thinly. The Board discussed the important job that our performance athletes do as ambassadors and how we support and develop this further to benefit the athletes and the sport. There was discussion on our approach to sponsorship and the importance of securing new partnerships. The Board supported the ongoing connection of all marketing and communications activity to the strategic objectives in the Corporate Plan. HP was asked to carefully consider how we build in marketing specific KPIs which will aid our monitoring and evaluation and ultimately show impact against our Corporate Objectives.

HP will bring a final draft plan to the April Board for further discussion and agreement.

**HP**

## 7. Items for Decision

### 7.1 Review of Board & Management Roles

FD introduced the paper, which outlined current Board member roles and responsibilities to 'sponsor' certain elements of work. It was recommended that rather than change responsibilities at this stage we should wait until the changes to the Board are in place, that we should review the structure and areas that the Board members sponsor and that this should come back to the June meeting.

FD

The Meeting agreed to the appointment of Kevin Reynard as Chair of the ARC with immediate effect and his invitation to one Board Meeting per year to speak to the risk policy when introduced. The Chair also recommended the circulation of Board papers to Kevin, which was agreed.

JM advised the Meeting that he has commenced discussions regarding successors to his roles and confirmed that the ARC will have responsibility for emergency procedures. JM also requested the addition of the Swimming Trust appointment to the list of responsibilities and that input is required from BS following David Sparks' departure from the Swimming Trust.

### 7.2 Financial Overview for 2016-2017

#### 7.1.1 Financial Accounts for year ending 31 Oct 2017

DM provided a summary of the accounts for the Meeting, advising that the position continues to be healthy and highlighting our national targets and key messages regarding the generated income being invested into our sport. DM confirmed that our bank balance is £1.2m.

The Board approved the accounts.

#### 7.2.2 Budgets for year ending 31 Oct 2018

DM confirmed to the Meeting that the budgets are still in draft form as we await confirmation from **sportscotland** on our level of investment. The draft budgets anticipate a reduction in this investment and the projections assume that our income will grow – for example, through the National Framework.

The Chair highlighted the issue around the uncertainty regarding the **sportscotland** investment, highlighting this is a significant reason for the proposal to change our financial year. The Chair also asked that we highlight to **sportscotland** the importance of long term funding commitments.

FD

EC advised that **sportscotland** still does not have final investment numbers, highlighting his understanding that the financial income is better than expected for this year, although he advised SS to expect future cuts. EC would feedback the concerns around the delay in confirming investment figures and advised that the next **sportscotland** Board meeting is on 28 February, which is after the AGM but EC would try and speak to FD before the AGM if possible.

DM also highlighted the Swimming Awards income and advised that there is a plan in place to boost sales and the budgets have been prepared to reflect the reduction in income.

There was a discussion on the position regarding UK Sport's funding post-Tokyo.

DB formally acknowledged all of the hard work that DM has undertaken in preparing the budgets and accounts and, following a query from the Chair, DM confirmed that she had now appointed another full-time person and in time and would consider whether another person was required part-time.

The Board approved the budgets.

### 7.3 AGM Issues

#### 7.3.1 Review of Annual Business Document & Annual Report

EM confirmed that DM and DB are going out to Districts to discuss the proposed financial year change and suggested having financial champions for each District. This approach was to ensure delegates had full information and understanding of the changes and could take time to ask questions and seek clarifications ahead of the AGM.

FD advised the Meeting that there is an impact around the membership fees split. At present membership subscriptions are reduced to 50% in September, moving the membership year will mean that the 50% reduction will not take place until October and this could have an insurance implication for clubs registering their members within 28 days of joining. It was agreed at the meeting that this should be changed to accommodate our clubs with one suggestion being that we present an alternative option (100% April to August, 60% September to December & 25% January to March). This was agreed by the Meeting.

The Chair requested that each proposer is clear on their proposal to answer any questions at the AGM.

There were discussions around the water polo and swimming committee vacancies, in response to which SM and AW advised the Meeting that these are in hand.

The President highlighted the action from last year's minutes on page 9 of the document and FD advised that this would go to the Council in March. **FD**

### **7.3.2 Any Other AGM Business – verbal**

EM advised that details for three workshops have been circulated and we await a response in order to confirm what is going ahead.

### **7.4 Approval of Discipline Fees**

Subject to clarifying the figures for the synchro fees and these appearing in the Information Guide, the Board approved the paper.

### **7.5 Approval of Co-opted members**

The Board approved the paper.

### **7.6 National Committee Regulations**

#### **7.6.1 Swimwear Policy**

FD advised the Meeting of the changes within the proposed policy following the Board and Council meeting in November and feedback received from the Swim and STO Committees. Swim Committee have now approved updated Swimming Regulations to refer to the Swimwear Policy.

The Board discussed the policy and the ongoing challenges. It was recognized that the rules come from FINA and that our ability to adapt these was around age group swimming but that the issue and the need for flexibility is broader than this. It was suggested that British Swimming are asked to raise this with FINA

The Chair thanked FD for his work on the policy and the Board approved the paper, subject to amending point 9 and including further clarity around who has responsibility for reviewing and approving swimwear.

There was a query from JM regarding the undertaking of clear equality impact assessments and suggested that the Board has sight of such assessments. **FD / Mgt**

## **8. Items for Information & Discussion**

### **8.1 Performance Centre Update**

AW advised the Meeting that the partnership work across all centres has allowed us to come up with the best partnerships possible and make sure that each centre has consistent KPIs which derive from the Performance Plan.

There was a discussion around ensuring that centres become hubs for long-term sustainability and development in the local areas and the importance of this local connection and relationship.

### **8.2 British Swimming Update – Jack Buckner to present**

JB thanked the Meeting for inviting him. He gave an overview and his initial assessment of where the sport was and where he believes he can make most impact to support and develop the sport further. One of the main considerations will be around our marketing and promotion of the athletes and sport and how this can support greater commercial partnerships for both British Swimming and the Home Nations.

JB also highlighted initial thoughts on the post-Tokyo landscape and the need for us to work together to maximize resources and partnerships.

There was a discussion around better working relationships across disciplines.

The Chair wished JB every success in his new role and expressed the desire to maintain the strong relationship between SS and BS.

### **8.3 Audit & Risk Committee**

JM advised the Meeting that following the recent data protection training delivered by Harper Macleod, the ARC has included data protection as a high risk on the risk register. EM confirmed that **sportscotland** has now released the data protection templates prepared by Harper Macleod and Francesca is pushing hard with **sportscotland** and Azolve to make progress. EM is referencing the GDPR in her AGM presentation. **EM**

JM asked for the draft privacy notice to be circulated to the ARC.

#### 8.4 Equality Update

EM advised that a meeting with Louise Tideswell from Plan4sport has been arranged this week and dates have now been confirmed for assessments. There has also been progress in moving towards collating evidence.

#### 8.5 Wellbeing and Protection Update

FD outlined the proposed new terminology to be used in our policies and communications going forward. The Board approved the term 'Wellbeing and Protection' to replace Child Protection. EM and FD will meet Lindsey Booth in the coming week to discuss the progress towards the new Wellbeing and Protection standards and the action plan around achieving the new standards.

FD

It was agreed that Lindsey attends a Board meeting (potentially June) in order to update the Board on progress, including providing clarity of our duty of care for athletes.

There was a discussion around the new framework and standards in dealing with issues that arise and in particular the Board wanted assurance that a simple and easy to use approach will be in place to allow concerns to be raised and actions to be taken.

#### 8.6 Swimming Trust Update

JM advised the Meeting that OSCR has signed off the Swimming Trust for operation in Scotland and money has been released for SwimSafe, as well as support for water polo and synchro in England. A new chair is being sought with interviews taking place in February.

### 9. Management Report

Services - EM confirmed that final filming for the annual report is taking place this week. Margaret Somerville will be re-appointed to Editorial Board as she stands down as President, she will replace Anne Hendry who is stepping down from the Editorial Board. EM also provided an update in relation to a club constitutional complaint and the interaction with the new complaints process – the Chair highlighted the process for exhausting in-club procedures before referring to SS.

Development - SM advised the Meeting on the action plan for setting up an educational advisory group and finalising the terms of reference for group selection comprising tutors, coaches and external trust colleagues.

The Vice President queried the difference in membership benefits between swim school and club membership. SM agreed to follow this up directly with the Vice President.

SM

Performance - AW provided apologies for the paper not being attached to the report, advising that this will be circulated separately and advised that Commonwealth Games Scotland have brought forward final selection meeting to 8 February so the resolution around remaining swimmers will be clarified after that meeting.

AW

The Chair wanted to note the Board's congratulations to Duncan Scott on his medal at the Europeans and to Ross Murdoch for his new record.

### 10. Directors' Reports – *verbal*

None.

### 11. British Swimming Update – *verbal*

The Chair updated the Meeting on the recruitment process to replace Craig Hunter as Independent Director. The Chair confirmed that she will be attending her last BS meeting in February, following UK Sport's requirements regarding BS Board Member terms. It was agreed that FD will attend the British Swimming June Board meeting and then the new Chair will be in place thereafter.

### 12. AOCB

FD advised the Meeting on the situation regarding the Scottish Sports Association (SSA) following its funding cut and subsequent lobbying of opposition parties to reinstate funding. FD updated that SGBs are discussing the need to take a more proactive approach to collaboration and working together, the Board supported this and the need to extend this collaboration to SPORTA and VOCAL.

There was a query around ensuring defibrillators at all pools and EM agreed to pick this up with Lindsay Lewis to ensure it was added this to the checklist for events.

EM

The Chair confirmed that it was the President's last Board Meeting and thanked the President for her contribution to the Board by presenting the President with a gift of appreciation. The President thanked the Board.

### 13. Date of Next Meeting(s):

AGM meeting, Saturday 24 February, 10.30am, Pathfoot Building  
Board Meeting, Wednesday 25 April, 6.00pm, Caledonia House, **sportscotland** offices

<b>cc</b>	Board & Council	Editorial Board	Harper Macleod
	Ewen Cameron, <b>sportscotland</b>	National Chairs	Kevin Reynard