



# Scottish Disability Sport

Minutes of the meeting held on 9 November 2017

Caledonia House, Edinburgh at 1700

## Attendees

- Janice Eaglesham MBE, Chair
- Catherine Goodfellow, Vice Chair
- Paul Queen, Finance Director
- Oliver Barsby, Director
- Colette Martin, Director
- Claire Morrison, Director
- Gavin Macleod, CEO
- Ailien Pallot, Finance Manager
- Jennifer Griffin, **sportscotland** Partnership Manager
- Caroline Lyon, Company Secretary

## Apologies

- Dave Rhoney, Director
- Jay Runga, Director

## 1. Welcome and Apologies

The Chair welcomed Board members and introduced new member Colette Martin, a recent graduate and wheelchair basketball athlete with a background in athletics. Paul Queen's nomination had been ratified at the AGM and he joined the Board at the September AGM.

## 2. Recent Successes

- The first Scottish Boccia International Open competition had been held in Largs in October 2017 and feedback from participants had been circulated. The feedback received had been excellent with the facility rated as very good. The standard of play had been high and credit was paid to Mark Gaffney, Opportunities and Events Manager, for the huge amount of work involved in setting up and running the event, and also to staff and Board members who had attended. A letter will be sent from the Board to Mark and the staff. **Action: Chair.**

There was overwhelming demand for the event to be held every year but it was suggested another home nation could run the event and it could be in Scotland every second year.

## 3. Conflicts of Interest and Legal Register

The Vice Chair registered a potential conflict of interest on matters relating to Commonwealth Games and there were no legal items of which SDS was aware.

## 4. Minutes of Previous Meeting, 12 June 2017

The minutes of the previous meeting were agreed with the following points:

- Suggested Board dates for different days/venues were circulated for the full year.
- The first item on page 4 should read McCowan brothers not McGuire brothers.

## 5. Matters Arising

- The Chair and Oliver Barsby had established a short life working group on specific Board roles and will report on roles and portfolios.
- The increase in membership subscriptions had been agreed unopposed at the AGM.
- The Sponsorship Policy should be added to the Policy Review Cycle. **Action: CL**

## 6. Operational Plan

The operational plan had been circulated and the CEO highlighted the following items:

- An application had been submitted to the Robertson Trust for a post in the Glasgow Branch.
- The Chair of the Grampian Branch had resigned and Pauline Stirling has temporarily returned to the role. The Opportunities & Equality Manager will support with recruitment of a new Chair.
- SDS is working with a potential three new Branches, representatives of two of which attended the Branch Conference.
- The UK GOGA conference had been held in Birmingham. This is the end of Year 1.
- The Boccia European Championships had taken place in Seville. Stephen McGuire had won the gold medal in singles and became European champions, and silver in the pairs. Jamie McCowan had won gold medal in singles and also became European champion. Jamie McCowan, Scott McCowan and Patrick Wilson had won silver in the pairs.
- British Athletics had announced their Academy, with five Scots moving into this first tier of the performance pathway.
- The UK Boccia Championships had been held in Liverpool.
- The Scottish Boccia Open had been held in Largs with extremely good feedback.
- Commonwealth Games para bowls selections have been made at a selection panel of the Performance Manager, all coaches and Elinor Middlemiss from Commonwealth Games Scotland. All players and directors in contention have been informed of the outcome. An appeals panel has been scheduled for 15 November if necessary. The official announcement will be made on 30 November.
- CP Football: agreement has been reached with IFCPF on UK eligibility criteria.
- A constitution has been drafted for the Cerebral Palsy Football Association and some interest has been expressed in the committee. A parasport governance conference will be run by the FA next February which would be useful for committee members to attend.
- Education & Training targets have been exceeded, mostly through UKDIT.
- The Young Start mentoring bid was successful and will be mainly aimed at the Young Persons Sports Panel members.
- Staff away days will be held at the end of November with Penny Crisfield delivering a session on leadership and influencing.
- A meeting had been held with **sportscotland** regarding the non-continuation of Academy funding and alternative sources are being considered.
- The DRILL application for future tutors had been unsuccessful.
- Alison Shaw is now in post as Grampian Regional Manager.
- The communications group had met and reviewed the plan and drafts for the Winter Paralympic Games and Commonwealth Games.
- Danielle Joyce, Samantha Kinghorn and Martin Perry have been nominated for Sunday Mail awards.
- Jeremy Balfour MSP had tabled a parliamentary motion on the UKDIT course.

- SDS has been asked to present at Holyrood Event – “Sporting Chance”.

## 7. Governance

### Policies

- The HR Handbook was reviewed. Footers should be amended as required. It was agreed that in future revisions policies will be referenced external to the handbook. **Action: GM, CL**
- The Equality Policy and Action Plan were circulated. There were no legislative changes and the policy has been passed by 1st for Sport. The policy was agreed.

### Finance

- A verbal update was given on the recent meeting with John Lunn which covered the Athlete Academy and the endowment. The meeting had also covered data collection and working with governing bodies to tie in with **sportscotland** data collection and how SDS can support with disability statistics.
- Governance meetings were aligned with the operational plan and accounts on the agenda.
- The Finance Manager gave an overview of the changes to the accounts layout. The Finance Director congratulated AP on her work. It was agreed that the new format was helpful as was the year end forecast. Any questions should be addressed to the Finance Manager.

### sportscotland Update

- Jen Griffin gave an update from **sportscotland**. The financial position has not changed from last year with a continuing decrease in Lottery funding. SDS’s investment plan will be taken to panel on 6 March with the Partnership Manager endeavouring to work closely with the CEO to give as much indication as possible of the likely investment to the SDS plan.
- **sportscotland** will be contributing £800 per person towards funding places on the Women in Sport Leadership programme.

### Terms of Office for Chair and Vice Chair

The Chair and Vice Chair are currently scheduled to step down from the Board simultaneously. The Chair has consulted Iain Smith who will review the Articles of Association and advise.

**Action: Chair**

### Prima Media Communications Plan

In absentia, Jay Runga declared a conflict of interest in this item. Jay Runga had liaised with Prima Media and a proposal for a communications plan had been circulated and reviewed by the Chair and CEO. It was agreed that at this stage, there was no additional funding available to implement this plan. The Chair will contact Prima Media to explore further options. **Action: Chair**

### Roles and Portfolios

Oliver Barsby delivered a presentation on potential portfolios which he and the Chair had discussed. As had been previously identified, it was agreed that fundraising expertise was required. Once agreement was reached by all existing Board members the portfolios would be communicated to staff.

### AGM

The spend this year had been dramatically reduced. It was proposed that the programme for the combined Branch Conference and AGM in 2018 be condensed to allow for a shorter day and this was agreed in principle. Findlay Calder had offered to present trophies next year.

## Board Training

Discussions had agreed on holding two evenings at Caledonia House and dates should be identified. The Chair will circulate proposed dates. Suggestions for topics were invited. **Action: Chair**

## 8. Board Updates

- Several Board members had attended the Scottish Boccia Open at Largs.
- The Chair, Vice Chair, CEO and Oliver Barsby had all attended the Team Scotland Scottish Sports Awards at which the first para athlete ever to be awarded sports person of the year was Sammi Kinghorn.
- Claire Morrison had attended the Female Athlete Symposium.
- The Chair had attended the opening of Inverclyde, the Branch Conference, governance sub group meeting and meeting with John Lunn.

## 9. Partners Updates

- The BPA NPC meeting and AGM had taken place last month with a focus on the Winter Paralympic Games and preparation, facilities and selections. The curlers have pre-qualified and there is potentially an Alpine skiing guide and a cross country athlete. The IPC has welcomed racerunning and it will be considered for future championships and Paralympic Games.
- Tim Hollingsworth had been present at the committee on classification. BPA had issued a second draft of the classification code with recommendations.
- A UKSA Board conference call will be held next week.
- The Performance Manager had circulated a paper on a proposal for attending the CPISRA World Games in 2018.

## 10. Sports/Events

- The Chair had attended the opening of Inverclyde and the learning disability swimming gala.
- Colette Martin had attended the swimming on 8 November and had delivered a UKDIT workshop at Glasgow University with the Chair.

## 11. AOB

- Colette Martin had been asked to advise the North Lanarkshire potential Branch on a voluntary basis and will liaise with the Opportunities & Equality Manager about links.  
**Action: CM**
- It was agreed that with the new General Data Protection Regulations being introduced in May 2018 SDS may provide some support to the Branches regarding implications of this new legislation.
- Scottish Target Shooting are working with SDS at the Queen Margaret University Hospital spinal unit.
- Three shooters are in Italy for the first para trap event.
- Claire Morrison had attended the European Boccia Championships.

## 12. Date of Next Meeting

The date of the next meeting is 12 December in Glasgow.