Minutes of the Ninety-fourth Meeting of the Management Committee of Scottish Disability Sport held on Monday 27 October 2008 at sportscotland, Caledonia House, South Gyle, Edinburgh EH12 9DQ at 16.00 hrs.

**Attendees:**
- Gordon McCormack, Chairman
- Jim Thomson, Vice Chair
- Lauren MacTaggart, Director
- Eileen Ramsay, Director
- Frank Duffy, Director
- Dave Rhoney, Director
- Andrinne Craig, Director
- Lyn Glen, Director
- Gavin Macleod, Chief Executive Officer
- Claire Mands, National Development Officer
- Ruari Davidson, Performance Development Officer
- Andy Bruce, sportscotland
- Gill Penfold, sportscotland, Partnership Manager
- Ailien Pallet, Finance Manager
- Cynthia Clare, Minutes Secretary

**Apologies:**
- Charlie Forbes, Director
- Millar Stoddart, Director
- Jed Renilson, Director
- Anna Tizzard, Director

The meeting opened with a presentation by Stuart Sharp, National Development Manager, Disability football, Scottish Football Association.

Gordon McCormack welcomed everyone to the first meeting for the 2008/2009 session.

**ACTION**

3.0

**Minutes of the Meeting held on Monday 1 September 2008**
Those present accepted the Minutes of the meeting held on Monday 1 September as an accurate account of the proceedings.

4.0

**Matters Arising from Minutes of 11 February 2007**
7.6.1 Jed Renilson has spoken to Julian Butterfield, National Grid, who will make contact with Scottish Disability Sport next time he is in the area.

Matters Arising from Minutes of 19 May 2008

9.0.3 Mobile Phones for SDS officers. Further work is to be carried out on possible options.

Matters Arising from the Minutes of Monday 23 June

6.1 Sportscotland had done some research on the impact of disclosures on volunteers in sport. A summary document is to be issued.

Matters Arising from the Minutes of Monday 1 September

4.1.2 Forth Valley – The new Development Officer, Graham Harvey, is now in post.

4.1.15 Following Jacqueline Lynn’s retirement currently there is no Boccia Co-ordinator. As Boccia co-ordinator, Jacqueline represented SDS on the GB Boccia Board. Jim Thomson is already on this Board but another person needs to be found.

5.3.1 Contact has been made with the Scottish Blind Bowlers regarding a contribution towards the costs of taking a team to the World Bowls Championships.

5.2.4 Jill Penfold is liaising with the CEO to arrange a suitable date for the Financial Training for Board members.

7.7.1 See below Education and Training Item 8.7

8.1.3 Re-appointment of Sports Co-ordinators. Job remit to be advertised. Posts will last up to the 2012 Paralympic Games.

10.1 Ruari Davidson had the 6 month review with sportscotland last week which delayed the Beijing squad information being incorporated into the Action Plan along with each athlete’s area. Report will be ready for the November meeting.

10.2 Ongoing discussions being held regarding the profiles for athletes receiving financial support from sportscotland

5.0 Combined Officer Reports – Gavin Macleod

5.1 Gavin Macleod reviewed the Officer Report that had been circulated in advance of the meeting. The following items were highlighted.

5.1.1 Meeting held with group from Renfrewshire Council to discuss local sports activities. Draft Job Description for the appointment of a disability Sport Development Officer has been perused.

5.1.2 Scottish Disability Sport is working with Scottish Athletics to put in place a new structure for the athletics squad.
5.1.3 Kinross Wheelchair Curling International was held at the Kinross Ice Rink from 21 to 23 October. Ruari Davidson attended the SWCA meeting on 22 October.

5.1.4 Scottish Disability Badminton Group held their AGM on 3 September and a new Committee was appointed with Lyndon Williams as Chair.

5.1.5 GB Football – No guarantees from UK Sport that they will fund the programme. The Home Nations Disability Football Planning Day arranged for 7 November is to be re-scheduled.

5.1.6 Meeting held with Scottish Cycling’s Performance Coordinator to discuss a possible National Development Officer post with responsibility for disability. Scottish Cycling are keen to develop partnerships ready for the new Velodrome in 2010.

5.1.7 Ruari Davidson and Jill Penfold went to Loch Lomond Rowing Club to establish links with the club and adaptive rowers.

5.1.8 Scottish Disability Sport was represented at the Glasgow Sitting Volleyball Challenge. The GB squad was in attendance and participated in a demonstration match with the Glasgow Mets. The Glasgow Mets, as part of their club, are looking to set up a sitting volleyball squad.

5.1.9 Dave Rhoney attended the PE & Sport Inclusion Group at which the research undertaken by Sean Fallon on the inclusion of pupils with a disability within mainstream schools (PE and Sports Audit) was discussed.

5.1.10 Spinal Injuries Unit, Glasgow held a Paralympic Week. In which Dave Rhoney was involved. Claire Mands and Ruari Davidson were in attendance and links have been made with the physio who is keen to open up opportunities for the patients to access.

5.1.11 Performance Review of the SDS Academy Athletes has taken place. Two have gone on to Area Institutes and 4 new athletes have met the criteria. Letters to be sent soon inviting them to attend and become academy athletes.

5.1.12 Area Institute of Sport – Same process as for the Academy athletes was undertaken.

5.1.13 Ruari Davidson met with Edinburgh Council Schools Sports Academy and discussed the core sports and inclusion of pupils with a disability. Further discussions to be held regarding selection criteria and athlete ability before progressing. Dave Rhoney is also involved with project.

5.1.14 The first Active Schools Open Boccia Tournament is to be held at Easterhouse on 25 November.

5.1.15 Meeting held on 4 September to take forward the CPISRA Football Championships in 2010.

5.1.16 A number of people attended the Paralympic Reception on 26 September.

5.1.17 Scottish Disability Sport has been involved and consulted on the design and build of the new velodrome in Glasgow.
5.1.18 Scottish Disability Sport was represented at the 2014 Commonwealth Games Organising Committee reception. SDS needs to be aware of the funding consequences if targets are not met.

5.1.19 Education & Training – First draft of the new disability inclusion course has been sent out for consultation. It has 3 hrs of theory, 3 hrs practical inclusion and 3 hrs practical on facility providers.

5.1.20 UK Disability Sports Coaching learning and Liaison Group met in Birmingham.

5.1.21 The Disability Inclusion Training (DIT) Tutor Training day planned for 20 October was cancelled.

5.1.22 DIT courses are being delivered to the Royal Yachting Association clubs around the country.

5.1.23 Claire Mands delivered a presentation to the Forum for Blind and Partially Sighted Young People for Scotland.

5.1.24 Ruari Davidson attended the drop in session of an anti-doping workshop presented by sportscotland and UK Sport as part of the Ethics in Sport workshops.

5.1.25 Approximately 30 Jewel & Esk Valley College students attended the DIT training. A further DIT training, coordinated through the local active schools network, was held for local colleges in South Lanarkshire on 11 October.

5.1.26 The next Active Schools Inclusion Networking Day has been arranged for 10 November. Short sessions have been arranged on shinty and autism, followed by a practical session on Sportshall Athletics and a Paralympic Review.

5.1.27 Now completed Branch Roadshows on the Minimum Operating Requirements (MOR) in Glasgow, Edinburgh and Aberdeen. Claire Mands is preparing a CD of the templates for each Branch to use which will be distributed at the Professional Officers meeting.

5.1.28 The CEO has been working with Alison Pithie on Governance issues including job descriptions and training for Board members.

5.1.29 It has been confirmed sportscotland will retain Caledonia House. SDS now has the potential to obtain some more office space and a meeting has been arranged with Martin Bowie on 27 October to progress this matter.

5.1.30 Good representation at the UK CEO’s meeting held in Belfast on 16 October. FDSW “INSPIRT” programme, UK Deaf Sport and IFI were on the Agenda. Mention was made of the success in Australia. Presentation is to be made on 20 November on a standard very similar to the Equity Standard. Proposed that Jill Penfold or Ruari Davidson may be able to attend.

5.1.31 The New Active Schools Community Website has been revamped with links to disability sport research papers. Contributions to be sought from Active Schools Coordinators with a disability sport remit.
5.1.32  It was confirmed that the First Active Schools Open Boccia Tournament information was only being sent to the Active Schools Co-ordinators. Proposed that Branches are sent the information directly. Statistics to be consulted to ascertain where the participants are coming from, LD, PD, main stream schools or special education schools.

ACTION

SDS Administrators

6.0

Finance

6.1  Financial Statement - April to September. No major issues at the moment. Only large expenditure was the airfares for the CP Football Team traveling to Finland.

6.2  Risk Assessment – Current and Future Funds of SDS

6.2.1  Due to the current world financial situation, prior to the meeting a report had been issued showing the exposure of our finances. Options on alternative investments were highlighted. It was proposed and agreed by those present that Aileen Pallot would investigate and advise on the purchase of one/two Bond(s) as a possible investment for the excess funds. CEO and Aileen Pallot to review and confirm the long term funding needs.

CEO/Aileen Pallot

6.3  There were no other financial issues.

7.0

Ethics and Equity

7.1  Child Protection implementation Plan

7.1.1  Claire Mands is meeting with Richard Brickley, next week, to discuss where we are in respect of the implementation plan and to look at the next stage. SDS has two years to work towards the next level.

7.1.2  Minimum Operating Requirements (MOR) - See Item 8.4 below.

8.0

Reports

8.1  Annual General Meeting

8.1.1  It was felt that the format of the AGM was right. Financially this is a successful event.

8.2  Company Matters
8.2.1 Due to the Paralympics and holidays no progress had been made with the changes to the Memorandum & Articles. Chair, CEO and Cynthia Clare are meeting on 21 November to take forward. Anticipate everything will be in place for the 2009 AGM.

8.2.2 Board members who had not returned the Code of Contact, Conflict of Interest and Contact details were requested to return the forms ASAP to the Company Secretary, Cynthia Clare.

8.3 Operational Plan

7.3.1 Confirmed that all new Board members had a copy and that the Operation Plan needs to be brought to each Management meeting. The Operational Plan needs to be reviewed every 2/3 months. Currently this is overdue but will be included in the November meeting.

8.4 Local Development, Branch & Region Audit

8.4.1 CD containing templates to help the Branches with the MOR are being issued this week. A matrix was requested showing what stage each branch had reached and the actions being taken to move forward. Anticipated that this could be produced for the January meeting.

8.4.2 Consideration being given to supporting a possible 6 regional posts. As part of the 2014 legacy role out it was recommended that a regional structure was put in place and investment could be requested from this fund. The CEO and Ruari Davidson revised the options and pulled together this first draft. To date the geographical divide has not been decided.

8.5 Sports Development Events, Performance, participation

Nothing to report.

8.6 Marketing & Communication, Sponsorship

8.6.1 The two display boards have been completed. (Used at AGM).

8.6.2 Confirmed that the Conference would be held on 26 February at the Edinburgh Conference Centre at Heriot Watt University. Theme - PE and School Sport.

8.7 Education and Training

8.7.1 Due to the number of courses being held this has held up the production of the updated Education & Training Calendar. Links have been made with the University of Glasgow where 6 courses have been delivered to the post graduate students. Links to be strengthened with the Spinal Injuries Unit, Glasgow.

8.8 Governing Body Issues

8.8.1 Ruari Davidson will be meeting with the Performance groups of Athletics. UK Swimming and Scottish Swimming.
8.9  **Links with External Agencies**

8.9.1 British Paralympic Association – Follow-up being undertaken following Beijing. A review has been carried out on where the sports are with UK Sport funding for the next 4 year period. Ruari Davidson has been invited to attend the BPA Home Nations Paralympic Performance Group.

8.9.2 Paralympics – Just commencing the 4 year cycle. AGM takes place in London on 26 November. Debate ongoing regarding athletes with LD and their inclusion in 2012 Games. No clear statement to date.

8.9.3 UKSA – Meeting to be held with Tessa Jowel this Thursday with all GB Disability Organisations attending.

8.9.4 Special Olympics Great Britain. Following the latest Leadership Council meeting the substantial surplus money from the World Games is to be held by the Board. This decision is to be challenged. Laura Smith has been appointed Head of Delegation for the European Games in Warsaw 2010.

There has been a lot of communication with UK Deaf Sport due to funding being withdrawn. This has been discussed with the UK CEO’s group and a response sent.

9.0  **Events**

9.1  Domestic Events

9.1.1 A number of events have taken place and most of the results have been issued. The 7-a-side football results will be with Norma shortly. This is the second year for this event.

9.1.2 The GB Rugby Development Squad are to meet for a development weekend in Glasgow on 13 – 14 December. It is hoped to get more players for the Wild Cats to try and get the group back into the League. Information will be issued to the Branches.

9.2  **International Events**

9.2.1 CP Footballers plus some of the trainees are going to Finland for a double header game. It is hoped the trainees will gain valuable experience from this event.

9.2.2 GB Curling Squad are going to Canada at the end of November/beginning December. Three from the Performance Squad will also be attending.

9.2.3 Two swimming Galas- the Junior Championships for PD, deaf & blind at Grangemouth on 5 November followed by the Junior LD Championships on 19 November.

10.  **Any Other Business**
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<tr>
<th>Action Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>10.1</td>
<td>Invitation received from the Scottish Government to submit evidence for pathways into sport. Deadline 21 November.</td>
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<td>10.2</td>
<td>National Academy Curling. Suggested that John Gheel’s expertise is sought. CEO to ask John Gheel to contact Frank Duffy.</td>
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<td>10.3</td>
<td>Jill Penfold advised that with the relocation of sportscotland she will be taking voluntary redundancy; effective 31 March 2009. There will be a hand over period but role has yet to be allocated.</td>
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<td>10.4</td>
<td>Lynn Glynn gave her apologies for the next meeting on 24 November. There being no further business the meeting closed at 19.57 hrs.</td>
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**Date of Next Meeting:** Monday 24 November, Caledonia House, South Gyle, Edinburgh, at 16.00 hrs.

Circulation: Management Committee + Administrator, Edinburgh & Fife Office, Richard Brickley