

# **The Scottish Sports Council Trust Company**

SSCTC(BM) 1/2020

**Company No. SC137068**

**Charity No. SC020175**

## **Minutes – 6 February, 2020**

Minutes of the Directors' meeting of the Scottish Sports Council Trust Company (the "**Company**") held on 6<sup>th</sup> February, 2020 at **sportscotland** Institute of Sport, Stirling, Fairview Aithrey Road, Stirling, FK9 5PH at 10.30am.

### **Present**

Ms Frances Wood, Director ("**Chair**")  
Ms Kay Morrison, Director ("**Vice Chair**")  
Ms Jane Booth, Director ("**Ms Booth**")  
Mr Mark Gaffney, Director ("**Mr Gaffney**")  
Ms Kirstie Hepburn, Director ("**Ms Hepburn**")  
Mr Iain Houston, Director ("**Mr Houston**")  
Mr David Rhoney, Director ("**Mr Rhoney**")  
Ms Susan Sandilands, Director ("**Ms Sandilands**")  
Mr Dilawer Singh MBE, Director ("**Mr Singh**")  
Ms Kirsty Garrett, Director ("**Ms Garrett**")  
Mr Robin Strang, Director ("**Mr Strang**")

### **In Attendance**

Mr Forbes Dunlop, Chief Operating Officer, **sportscotland** ("**Mr Dunlop**")  
Mr Neville Cobb, Head of Finance and Governance, **sportscotland** ("**Mr Cobb**")  
Mr Barry Fleeting, Head of Centre, Cumbrae National Watersports Training Centre and Inverclyde National Sports Centre, ("**Mr Fleeting**")  
Mr Shaun Roberts, Principal, Glenmore Lodge National Centre, ("**Mr Roberts**")  
Mr Ian Sherrington, Head of Training & Deputy Principal, Glenmore Lodge National Centre ("**Mr Sherrington**")

### **Secretariat**

Mr Christopher Knudsen, Company Secretary ("**Mr Knudsen**")  
Ms Jennifer Edmonstone, Senior Legal Officer, **sportscotland** ("**Ms Edmonstone**")

### **Apologies**

Ms Pamela Woodman, Director ("**Ms Woodman**")  
Mr Stewart Harris, Chief Executive, **sportscotland** ("**Mr Harris**")

## **Business**

### **1. Notice, Quorum and Apologies**

The Chair reported that due notice of the meeting had been given and that a quorum was present, as per Article 34 of the Articles. Apologies were received from Ms Woodman and Mr Harris. Accordingly, the Chair declared the meeting open.

### **2. Interests in Proposed Transactions and Arrangements with the Company**

Each Director present confirmed that they had no direct or indirect declarations of interest to be considered at the meeting in accordance with the requirements of section 177 of the Companies Act 2006 (the “**Act**”) and Article 40 of the Articles. It was noted that the Directors were entitled to attend and vote at this meeting and to be counted in the quorum.

### **3. Chair – sportscotland update**

The Chair confirmed she had held review meetings with those Directors who had already served a 4-year term (Ms Morrison, Ms Booth, Mr Singh and Mr Rhoney). It was confirmed these Directors were happy to continue within their role and the Chair noted all had offered a range of useful suggestions about Board conduct and future business. This review process would be conducted regularly for other Directors as required.

The Chair presented a summary of the main points from the previous **sportscotland** Board Meeting held in December 2019: -

- Strategic discussion on inclusion with a focus on disability as presented by SDS and Scottish Swimming.
- Local Government funding discussed through local authority partnerships.
- ‘Moving Medicine’ which focused on professional-facing advice on the efficacy of physical activity as an intervention for children and adolescents with a range of conditions.
- Athlete wellbeing in high performance.

Mr Dunlop added:

- The approval of the Governing Body and Local Authority investment principles.
- The Quarter 2 business plan update.

**THE BOARD NOTED** the update from the Chair.

### **4. Minutes of the Previous Meeting**

The action list was reviewed and completed tasks were confirmed including item 9 and 10.2. Ms Morrison asked that there was a rolling action list so that any outstanding actions from previous meetings were retained until they had been completed. .

It was agreed Mr Knudsen would issue a pro forma questionnaire to the Board to determine future visits to local initiatives. It was also emphasised that the national centres run full programmes of activities and that Board members are welcome to visit at anytime and should contact Mr Fleeting or Mr Roberts directly to arrange this.

**THE BOARD APPROVED** the minutes of the previous meeting held on 14 November 2019. The minute was moved by Mr Strang and seconded by Mr Houston.

## 5. Matters Arising and Sector-Specific Training/Events of Interest

It was noted the Dundee Regional Performance Centre would open on 26<sup>th</sup> February.

There were no further comments from the Board.

## For Discussion

### 6. Cumbrae Review Update – Mr Fleeting

Mr Fleeting presented to the Board an update on the previous report in respect of the National Centre Cumbrae. The report highlighted:

- the progress of the review since the Board's last meeting in November 2019;
- the current status of the review and management of the process to date;
- the next steps in the review process; and
- the recommendations for the Board to consider.

Mr Fleeting outlined the work that has been undertaken in assessing the Scottish National Sailing Academy (SNSA) model and explained what actions would be required during the first and second phase of implementing this option.

Mr Fleeting also highlighted aspects of the report detailing political and community engagement as well as contingency planning.

In considering this paper, the Board discussed the following topics:

- Communications strategy and community engagement;
- The wellbeing of Cumbrae staff and their future opportunities;
- Discussion with the Union;
- Timescale for implementation;
- Phase 1 and 2 and their likely implementation;
- SNSA model and movement towards regional delivery within the sport;
- RYAS involvement and other key partners including North Ayrshire Council;
- The importance of any new model delivering for the sport of sailing;
- Facilities and infrastructure involved in each Phase;
- Islands Impact Assessment; and
- Considerations and options for the Cumbrae site.

**THE BOARD ENDORSED** the report and **APPROVED ALL FOUR RECOMMENDATIONS** as stated within report. Those being:

- **Noting** the progress made to date;
- **Approving** in principle the closure and subsequent sale of the National Centre Cumbrae subject to the conditions within the report being satisfactorily met;
- **Noting** the plan for Phase 2 of the SNSA model; and
- **Agreeing** that any significant changes to the current proposals will be brought to the Board's subgroup between now and the next Board meeting.

**THE BOARD REQUESTED** to remain informed of the timeline associated with the recommendations.

**THE BOARD AGREED** the sub-committee would be formed of the Chair, the Vice Chair, Ms Garrett, Mr Strang, Ms Hepburn and Mr Singh and would be consulted if there were changes to the plans and proposals which needed a decision before then next meeting

## **7. Paddlesport Review Update – Ian Sherrington**

Mr Sherrington presented to the Board an update on the Paddlesport Review for the Central Belt of Scotland. The presentation focused on:

- Discussion around the 'Go Paddling' initiative and analysis of its benefits.
- The creation of a pilot scheme called 'Paddlesport Community Partnership' to target the central belt area. This scheme involves 3 not-for-profit organisations: Pinkston Watersports, Port Edgar Watersports and the Willowgate Activity Centre.
- The support each organisation could provide to the other and the development of their workforce.

Ms Garrett reiterated the benefits of the homework club in Pinkston to that particular area of Glasgow. Mr Gaffney supported the three sports centres working together for inclusion and development purposes.

The Vice Chair asked for clarity on how Glenmore Lodge's involvement would develop in this area. Mr Roberts confirmed the intention of the national centre to reach the central belt and that paddlesports is the current means to achieve that, he also discussed the opportunity to support the workforce in each centre through other sport training opportunities which would further diversify the offering of each centre.

Ms Sandilands acknowledged the positive impact of Glenmore's work within this area and asked if there were team members who could help gather media around this.

Mr Dunlop clarified that Outdoor and Adventure Sport is a key outcome of the Corporate Strategy and that this work contributed to that strand, he also confirmed that consideration is being given to how we better integrate the activities of the National Centres to the **sportscotland** Board reporting and also how we use the corporate systems and methodology around quarterly reporting, equality and risk to better support the Trust Company..

The Chair welcomed this approach.

**THE BOARD AGREED TO NOTE** the progress to date **AND ENDORSE** the actions being undertaken within the review.

## **8. National Centre Quarterly Reports**

### **8.1 Trust Company Financial Overview 2020 Q3 – Mr Cobb**

Mr Cobb presented an overview of the Trust Company's financial standing for Quarter 3 of the financial year, noting that overall the Trust Company trends over the first two quarters have carried through to the third quarter.

Mr Cobb confirmed there are monthly meetings with the management teams at the national centres taking place which analyse historic trading as well as future business on books and opportunities. These meetings are also used to assess how **sportscotland** can provide further help to the national centres in order to develop the business being undertaken and

business which is forthcoming. Inverclyde are in their third year of financial meetings and meetings with Glenmore Lodge have been taking place throughout 2019/20.

Mr Cobb also highlighted that the 2020/21 Business Plans are being developed for the national centres. The Scottish Government budget was delayed from December 2019 to February 6 2020. As this informs **sportscotland's** budget, the Trust Company budget is subject to change and therefore further detail will be brought to the next Trust Board meeting. Mr Cobb anticipates the commitment to the Trust Company will broadly continue in the same manner as in previous years.

The Vice Chair asked about the 1 year into 3-year investment reporting. Mr Cobb informed the Board that meetings with the sponsorship unit at Scottish Government have clarified a single year settlement will continue for now.

**THE BOARD NOTED** the contents of the report.

### **8.2 Glenmore Lodge – Mr Roberts**

Mr Roberts presented to the Board the information for Quarter 3 in relation to Glenmore Lodge. Mr Roberts highlighted that Glenmore Lodge will be acting to mitigating shortfall but will also look ahead to forecasting. The trading outputs and finance summary were also discussed.

Ms Hepburn asked for clarity on the increased Q3 Course Fill Rate. Mr Roberts acknowledged the benefits of the national centres recent marketing strategy and communications.

Mr Strang asked how much flexibility the national centre has to make savings. Mr Roberts clarified the proportion of variable costs is small and described how future reporting to the Board would be detailed.

Mr Roberts highlighted future business development with Field Studies Council, Spors Gaidhlig, the current catering review and recent sponsorship deals.

**THE BOARD NOTED** the contents of the report.

### **8.3 Inverclyde and Cumbrae – Mr Fleeting**

Mr Fleeting presented to the Board the information for Q3 in relation to Inverclyde and Cumbrae and corrected reporting with the Year To Date (YTD) Participation days for previous year should read 15,767 as oppose to 21,389..

Mr Fleeting further discussed the trading outputs and finance summary. In terms of business development, highlights include: the future opening of the new golf facility; recent Judo events; Biannual SDS International Open Boccia Tournament; an increase in Table Tennis Scotland national training camps; as well as highlighting the benefits to trading of being open between Christmas and New Year, with squads from SFA, SRU and table tennis on site.

Ms Hepburn asked about community spend against target figures. Mr Fleeting clarified the impact of the restructure of Inverclyde's previous gymnastics programme.

Mr Gaffney further highlighted the positive impact of the centre and its staff on the recent Boccia event he attended.

**THE BOARD NOTED** the contents of the report.

## **For Information**

### **9. Mountaineering Scotland Application for Winter Legacy Fund – Mr Roberts**

**THE BOARD NOTED** the contents of the report.

## **Other**

### **10. Any Other Business**

The Chair noted the resignation of the current Company Secretary, Mr Knudsen, and **THE BOARD AGREED** to his termination. It was noted Ms Edmonstone will act as Company Secretary in the interim under delegated authority from the Board until a new Company Secretary is recruited.

The Vice Chair asked about the financial resources committee within **sportscotland** and future funding opportunities. Mr Dunlop clarified the committee has been disbanded but that the opportunities identified would continue to be explored, in particular for the Trust company this included exploring applications through Charitable Trusts to support the work of the National Centres..

### **11. Date of Next Meeting**

- 14 May, 2020 (Inverclyde)

### **12. Further meeting dates for 2020:**

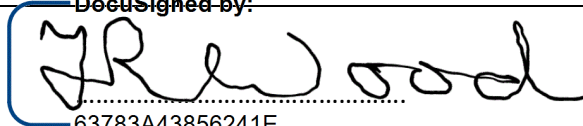
- 05 and 06 August, 2020 (Glenmore Lodge)
- 12 November, 2020 (Inverclyde)

## **ACTION LIST**

<b>Item</b>	<b>Meeting</b>	<b>Who is responsible?</b>	<b>Action</b>	<b>Comments</b>
7	8 August 2019	Mr Roberts and Mr Fleeting	Equalities and Inclusion Update	May 2020
3	14 November 2019	All Directors	Visit local sporting initiatives. Complete and return pro forma to company secretary	/
8	14 November 2019	Mr Fleeting / Mr Randall / Mr Turner	Provide an update on the Inverclyde Schools and Education	November, 2020

	<p>Programme with specific reference to:-</p> <ul style="list-style-type: none"><li>• higher education,</li><li>• SIMD areas,</li><li>• ASN school; and</li><li>• specific local authorities.</li></ul>
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Chair

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