

The Scottish Sports Council Trust Company

SSCTC(BM) 1/2021

Company No. SC137068

Charity No. SC020175

Minutes – 04 February, 2021

Minutes of the Directors' meeting of the Scottish Sports Council Trust Company (the "**Company**") held on 04 February 2021, held via Microsoft Teams at 1000.

Present

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

In Attendance

Mr Neville Cobb, Head of Finance and Governance, **sportscotland** ("**Mr Cobb**")
Ms Louise Dobbie, Research Officer, **sportscotland** ("**Ms Dobbie**")
Mr Forbes Dunlop, Chief Operating Officer, **sportscotland** ("**Mr Dunlop**")
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**")

Secretariat

Ms Jennifer Edmonstone, Senior Legal Officer, **sportscotland** ("**Ms Edmonstone**")

Apologies

Ms Kirsty Garrett, Director ("**Ms Garrett**")

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. 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 presented a summary of the main points from the previous **sportscotland** Board Meeting. This included reference to: -

- The appointment of Mairi Gougeon as the Minister for Public Health and Sport in December, 2020;
- The launch of the Winter Survival Fund;
- Coral Riddell, board member, will take a Board lead for Anti Doping;
- Equality and inclusion;
- Business planning for 2021;

The Chair also updated that David Cameron, George Walkers’ and her own **sportscotland** board terms come to an end in April 2021. An initial extension has been made until August, 2021 and further consideration is being given to this by the Public Appointments Commissionaire.

THE BOARD NOTED the update from the Chair.

4. Minutes of the Previous Meeting

THE BOARD APPROVED the minutes of the previous meeting held on 12 November 2020. The minute was moved by Ms Booth and seconded by Robin Strang.

5. Matters Arising

The action list from the previous Minutes was reviewed and completed tasks confirmed.

Agenda item 5 – Ms Dobbie to present at item 6.

Agenda item 12 – Memorandum of Understanding discussion at item 9.

It was noted that there had been a criminal conviction relating to a now former **sportscotland** employee, based at Glenmore Lodge. The conviction did not relate to the person’s work with **sportscotland**.

6. Equality Update – Ms Dobbie

Mr Dunlop provided an overview and introduced Ms Dobbie, who presented **sportscotland**’s equality update. This built on the paper presented to the **sportscotland** Board in December

2020, and offered a map of the current activity happening, the evidence base and the key strategic and legislative drivers for public bodies. New equality outcomes are required by April 2021 as part of our Public sector Equality Duty.

The Directors noted that policies are the starting point, but that practice was also very important. Equality should not simply be a bolt on, it is for everyone and it is key to further integrate the National Centres and connect back to the business plan.

Mr Rhoney noted that as a wheelchair user, he had always had an exceptionally good experience at the National Centres, with staff going out of their way to help and listen. He was keen to highlight what the Trust Company does well with regard to equality and inclusion. It was suggested that not all areas of equality are the same and although there may be great progress in one area, more work needs to be done around other areas.

It was agreed that a paper would come to the next meeting which explained the 2021-2025 Equality Outcomes and in particular the contribution of the national centres to these outcomes.

THE BOARD NOTED the contents of the report.

For Discussion

7. National Centre Quarterly Reports – Quarter 3, 2020

7.1 Glenmore Lodge – Mr Roberts

Mr Roberts noted that although times are difficult with the pandemic, a number of people have gained qualifications. There has also been significant administration work with a large number of bookings being cancelled and refunded due to lockdown restrictions.

Mr Roberts updated on a number of sponsorship considerations for the Lodge. He finished his report with an update on staff wellbeing and the ongoing management of furlough.

THE BOARD NOTED the contents of the report.

7.2 Inverclyde – Mr Fleeting

Mr Fleeting introduced his report highlighting that the new furlough scheme has been helpful allowing an increase on the number of staff working and on furlough part time.

The Centre is working closely with NHS Ayrshire and Arran with regard to opening as a Covid vaccination centre next week. This is a positive contribution that the centre can make to the local community.

Mr Fleeting updated the Directors that there are two ongoing claims.

THE BOARD NOTED the contents of the report.

7.3 Cumbrae – Mr Fleeting

Mr Fleeting updated the Board on the management and redeployment of staff around the organisation, he explained the various options and support mechanisms for staff.

Mr Fleeting explained to the Board that discussions around the future of the Cumbrae site, specifically with North Ayrshire Council and a community group, are ongoing. He also updated on the progress being made by RYAS Scotland on their staff recruitment and ongoing conversations around the development of a facility at the Largs Marina.

THE BOARD NOTED the contents of the report.

7.4 Trust Company Financial Overview, Q3 2020 – Mr Cobb

The overall investment required from **sportscotland** is slightly better than forecast, although it is noted that the maintenance expenditure at Glenmore Lodge is behind schedule and will be expected to catch up over the final quarter. The effect of lockdown has reduced income in all areas. The furlough scheme has had a significant positive impact on the financial situation. That, balanced with the fact that the National Centres have managed their variable costs well, means there is hope that the budgeted level of investment will be achieved for the financial year.

THE BOARD NOTED the contents of the report.

8. National Centres Business Plan 2021/2022 – Mr Cobb, Mr Fleeting and Mr Roberts

8.1 Overview - Mr Cobb

Mr Cobb confirmed that a number of scenarios had been mapped out for the next year by the National Centres. The likely level of investment required by the Trust Company is dependent on the continuation of the furlough scheme and the continued nature of any lockdown. Refunds are being turned around as quickly as possible to ensure good customer relations for the future. It is unclear how the Centres will operate in the near future as restrictions may mean operational changes to e.g. numbers of people per bedroom etc.

There continues to be ongoing high fixed costs related to salaries. It was noted that there is a no redundancy policy, therefore reducing head count is not an option. There is a recruitment freeze to control costs where possible.

The Scottish Government draft budget indicates funding in line with last year, although this is not guaranteed until the budget is approved. There will be no trigger of the National Lottery underpin this financial year.

THE BOARD NOTED the contents of the report.

8.2 Inverclyde National Centre Business Plan 2021/2022 – Mr Fleeting

From a staff welfare and budgeting perspective, furlough has been extremely helpful. The introduction of the COVID Tiered system allowed for better planning and consistency throughout Q3. We are now almost one year into the pandemic with fewer uncertainties than the initial stages. Lots of support mechanisms are in place for staff returning to work and plans have been made to ensure customers have confidence to return, when the time is right. There is no expectation of significant capital in 2021/2022

> Ms Morrison left the meeting.

8.3 Glenmore Lodge National Centre Business Plan 2021/2022 – Mr Roberts

Mr Roberts explained that the Glenmore team are continually reviewing the situation so to best understand and prepare for when restrictions start to lift again. This includes staying connected on social media, celebrating the past and looking forward to the future. Currently there is a focus on only a small number of forward bookings. There has been a surge of

people interested in the outdoors during the pandemic, so hopefully that enthusiasm can be captured. The Directors agreed that there is an opportunity to position the Centre as outdoors experts in the public's mind, particularly as obesity has been a factor related to Covid.

For the staff, it is important that they continue to keep up with their professional development. The industry is supportive around this and online delivery of courses has been helpful.

THE BOARD NOTED the contents of the report.

9. Memorandum of Understanding

Mr Dunlop introduced the paper. The main changes have been to reemphasise the alignment to **sportscotland's** corporate strategy and remove any inaccuracies within the document.

Feedback was provided. The final document will be taken to the **sportscotland** April 2021 board meeting.

Other

10. Any Other Business

The Chair thanked the staff team on behalf of the board for their continued work under difficult circumstances.

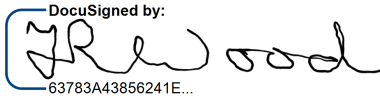
11. 2021 Meeting Dates

- Thursday, 13 May, 2021
- Thursday 5 August 2021
- Thursday 11 November 2021

ACTION LIST

| Item | Date | Who is responsible? | Action | Comments |
|------|------------|---------------------|---|----------|
| 3 | 13/02/2021 | FD / JJE | Ms Wood's term as Chair of the Company will come to an end in August, 2021. Discussion around replacement and paperwork required. Check all other directors' terms too and discussion around succession planning. | |
| 5 | 13/05/2021 | FD / SR | Review lessons learnt from employee dismissal | |
| 5 | 13/05/2021 | BF / SR | Equality paper with national centres information included | |

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|---|-------------|----|---|--|
| 9 | April, 2021 | FD | Update MOU and present to sportscotland Board. Small changes include:- <ul style="list-style-type: none">• Clause 12 - a word has been removed, but there is still a space and commas; and• Clause 30 – remove “which include”. | |
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