

The Scottish Sports Council Trust Company

SSCTC(BM) 4/2019

Company No. SC137068

Charity No. SC020175

Minutes – 14 November, 2019

Minutes of the Directors' meeting of the Scottish Sports Council Trust Company (the "**Company**") held on 14 November, 2019 at **sportscotland** National Centre Inverclyde, Burnside Road, Largs, Ayrshire, KA30 8RW at 10.30am.

Present

Ms Frances Wood, Director ("**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**")
Mr Robin Strang, Director ("**Mr Strang**")
Ms Pamela Woodman, Director ("**Ms Woodman**") (via teleconference)

In Attendance

Mr Neville Cobb, Head of Finance and Governance, **sportscotland** ("**Mr Cobb**")
Mr Graeme Crawford, Facilities and Estates Manager, Inverclyde National Sports Centre ("**Mr Crawford**")
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 Graeme Randall, Lead Manager – Sport and Education, Inverclyde National Sports Centre ("**Mr Randall**")
Mr Shaun Roberts, Principal, Glenmore Lodge National Centre, ("**Mr Roberts**")
Mr Gareth Turner, Sports Programmes Officer, Inverclyde National Sports Centre ("**Mr Turner**")

Secretariat

Ms Jennifer Edmonstone, Deputy Company Secretary (in the absence of Mr Knudsen as Company Secretary) ("**Ms Edmonstone**")

Apologies

Ms Kirsty Garrett, Director ("**Ms Garrett**")
Ms Kay Morrison, Director ("**Ms Morrison**")
Mr Christopher Knudsen, Company Secretary ("**Mr Knudsen**")
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 Garrett and Ms Morrison. Ms Woodman was present via teleconference (until c.11.30am). Accordingly, the Chair declared the meeting open.

As per Articles 26 and 27 of the Articles, **THE BOARD AGREED** to appoint the following Directors for a four year term:-

- Mr Mark Gaffney
- Mr Iain Houston
- Mr Robin Strang

Ms Edmonstone confirmed that Mr Knudsen, as Company Secretary, would file the new Directors' information with Companies House.

As per Article 35 of the Articles, **THE BOARD APPOINTED** Ms Morrison as Vice Chair of the Board.

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 held in October, 2019:-

- the publication of the Jarvie Report and the forthcoming OSS conference;
- the partnership between the Scottish Association for Mental Health (SAMH) and **sportscotland**;
- presentation and discussion on the work that sits within the Clubs and Communities environment;
- a discussion on diversity in sport and the need to continue work to attract a diverse range of candidates for boards and the workforce; and
- the Chair encouraged the Board to visit, where possible, local sporting initiatives on the ground.

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 08 August, 2019.

The minute was moved by Mr Rhoney and seconded by Ms Hepburn.

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

Relative to the Cumbrae National Centre Review Update, at the previous Board meeting, **THE BOARD HAD AGREED** to request of the **sportscotland** Board that any savings are reinvested in addressing the aims of the Company, recognising that the updated Corporate Strategy for **sportscotland** identifies outdoor and adventure sport as one of the priorities.

MR DUNLOP CONFIRMED that the **sportscotland** Board did not support the request. The reasoning for this was that any new or additional projects should be considered as part of the usual budget planning process.

THE BOARD NOTED the previous actions tabled. There were no further comments from the Board.

For Discussion

6. Cumbrae Review Update – Mr Fleeting

Mr Fleeting explained the background to this review to the newer Board members, referencing the need to look at the effectiveness and efficiency of Cumbrae as a national centre. He referenced the short and long term options that had been identified through the review process. **THE BOARD NOTED** that the status quo cannot remain and action needs to be taken.

Mr Fleeting reassured the Board that action was being taken to refine the current business model to improve effectiveness and efficiency in the short term, allowing time to fully explore the longer term options. Short term measures include the introduction of a seasonal model that will see the centre close for the winter period.

Mr Dunlop supported the importance of taking time to ensure options were fully explored and confirmed to the board that a thorough process was being followed.

THE BOARD ENDORSED the report and approach.

7. Scottish Avalanche Information Service and Avalanche Education Overview – Mr Roberts

Mr Roberts introduced the work of the Scottish Avalanche Information Service. He explained the development of the service over the years and the importance of the service to the general public. Mr Roberts went on to explain and demonstrate the service that was provided, the expertise that had been developed in Scotland and how the information was presented to the public. Finally, Mr Roberts talked about the potential for future developments of the service which he would bring back to the Board as appropriate. The Chair asked that consideration was given to how we can promote this service further. The Board recognised the expertise and service that had been developed and **IT WAS AGREED** that spend on this service is sensible if it could decrease avalanche accidents.

8. Inverclyde Schools and Education Programme Overview – Mr Turner

Mr Turner presented to the Board, demonstrating how the schools programme had developed over the last two years, the insight and understanding of what schools want and the approach to offer tailor made packages.

The Board was keen to see information around the Scottish Index of Multiple Deprivation (SIMD) split of school and education participants that the Centre has started to collect and to know what leads had been followed up on the further education market. The Board would be also keen to understand more about the initiative which is being implemented to invest in visits for Additional Support Needs (ASN) schools. Mr Fleeting updated that work is continuing with colleagues in Sports Development to develop a package and approach to target ASN schools.

THE BOARD NOTED the content of the presentation.

The Chair **RECOMMENDED** that this piece of work be reviewed in 2020.

9. 5 Year Capital Plans

Mr Fleeting introduced a presentation on Capital Plans and Condition Surveys following the recent survey of the Trust Company Estate by capita. This included a recap of a presentation delivered to the Board in August 2018. Mr Fleeting and Mr Roberts provided the Board with an overview of in year capital projects across their respective centres in addition to potential future projects.

9.1 5 Year Capital Plans – Glenmore Lodge – Mr Roberts

Mr Roberts presented the 2019/2020 capital expenditure for Glenmore Lodge. The Board **NOTED** the contents of the plan.

9.2 5 Year Capital Plans - Inverclyde – Mr Crawford

Mr Crawford presented the 2019/2020 capital expenditure for Inverclyde. He provided the background to the Conditions Surveys and outlined the alignment to routine maintenance and replacement across the estate. The Board **NOTED** the contents of the plan.

MS BOOTH RECOMMENDED a conversation with TrackMan to discuss potential discounted rates for use at a National Centre.

Regarding accessibility, Mr Crawford confirmed that there is a project currently out to tender to remove the steps to the grass pitches and add walkways. This was welcomed by the Board and the limitations of full accessibility on a hillside estate was recognised.

Mr Crawford confirmed that he was researching grant funding for tree planting on the upper part of the estate, this would be another step towards being a carbon neutral centre.

He also confirmed that he was looking into applying for planning permission for a track up the hill, on the upper part of the estate.

10. National Centre Quarterly Reports

10.1 Trust Company Financial Overview 2019/20 Q2 – Mr Cobb

Mr Cobb gave an overview of the Company's financial structure for the benefit of the new Board members.

He also presented an overview of the Trust Company's financial standing for Quarter 2 of the financial year, noting that overall the Trust Company was ahead of budget and expected to remain ahead of budget at the year end.

It was noted that the trading results did not include any investment associated with the implementation of the Cumbrae Review options

THE BOARD NOTED the contents of the report.

10.2 Glenmore Lodge – Mr Roberts

The expenditure has been higher this year reflecting **sportscotland** wide salary increases.

The new Premier Inn building in Aviemore and the increase of Air BnB usage has had and will continue to have, an impact on accommodation income at Glenmore Lodge.

Ms Sandilands referenced that on Google and Facebook searches, Glenmore Lodge is noted as closed after its normal opening times, which as a centre that offers overnight accommodation seems odd and may deter people.

THE BOARD NOTED the contents of the report.

10.3 Inverclyde and Cumbrae – Mr Fleeting

Mr Fleeting noted one correction in the figures, being the Inverclyde Total YTD for bed occupancy was 40% and for room occupancy was 46%.

THE BOARD NOTED the contents of the report.

For Information

11. Business Continuity Audit

THE BOARD NOTED the contents of the report.

Other

12. Any Other Business

The Chair asked for feedback from the Board on the timing and management of the meeting to ensure enough time was given to all aspects.

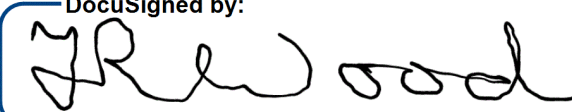
Mr Fleeting invited the Board to join him for a tour of the centre.

13. 2020 Meeting Dates

- 06 February, 2020 (Stirling)
- 14 May, 2020 (Inverclyde)
- 05 and 06 August, 2020 (Glenmore Lodge)
- 12 November, 2020 (Inverclyde)

ACTION LIST

Item	Who is responsible?	Action	Comments
3	All Directors	Visit local sporting initiatives	
8	Mr Fleeting / Mr Randall / Mr Turner	Provide an update on the Inverclyde Schools and Education Programme with specific reference to:- <ul style="list-style-type: none"> • higher education, • SIMD areas, • ASN school; and • specific local authorities. 	November, 2020
9	Mr Fleeting / Mr Crawford	Contact TrackMan re potential discounted rates for the National Centre	
10.2	Mr Roberts	Review centre opening times on website and social media platforms	

DocuSigned by:

63783A43856241E.....

Chair