

The Scottish Sports Council Trust Company

SSCTC(BM) 3/2020

Company No. SC137068

Charity No. SC020175

Minutes – 06 August, 2020

Minutes of the Directors' meeting of the Scottish Sports Council Trust Company (the "**Company**") held on 06 August, 2020 held via Microsoft Teams at 1000.

Present

Ms Jane Booth, Director ("**Ms Booth**")
Ms Kirsty Garrett, Director ("**Ms Garrett**")
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 Frances Wood, Director ("**Chair**")
Ms Pamela Woodman, Director ("**Ms Woodman**")

In Attendance

Ms Jenny Clarke, Operations Lead Manager, **sportscotland** ("**Ms Clarke**")
Mr Neville Cobb, Head of Finance and Governance, **sportscotland** ("**Mr Cobb**")
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

Mr Mark Gaffney, Director ("**Mr Gaffney**")
Ms Kay Morrison, Director ("**Vice Chair**")

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 Mr Gaffney and Ms Morrison. 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, held on the 24 June 2020.

The Chair updated that this had focussed on understanding the immediate impact of Covid 19 on our partners and on the sector and the considerable “volatility” which has and will continue to be present. It was noted that as local lockdowns continue, plans and risk assessments for all possible situations are vital.

Ms Nankivell, Company Secretary, has moved on from **sportscotland** and will therefore be removed as at 30 June, 2020. Ms Edmonstone will notify Companies House. The Legal Team will continue to support but no Company Secretary will be appointed formally at this time, as the Articles do not require such an appointment.

THE BOARD NOTED the update from the Chair.

4. Minutes of the Previous Meeting

The action list was reviewed and completed tasks confirmed.

THE BOARD APPROVED the minutes of the previous meeting held on 14 May, 2020.

For Discussion

5. National Centre Quarterly Reports – Quarter 1, 2020

5.1 Glenmore Lodge – Mr Roberts

There have been positives over the last few months, including some new ways of working and time to think of future business. There have been some immediate challenges also, outlined in the paper.

Mr Roberts gave thanks to the ICT team for their support in helping to resolve the data breach issue as quickly as possible. This ultimately led to a satisfactory response from the Information Commissioner’s Office. Lessons have been learned and improvements have

been made to the way personal data is collected and stored, e.g. shorter retention periods and less information required at the front end of a booking.

THE BOARD NOTED the contents of the report.

5.2 Inverclyde and Cumbrae – Mr Fleeting

Due to the investment made in Inverclyde, it has been vital to maintain and secure the site during the temporary closure.

A temporary cancellation policy was adopted to support customers at this time. The staff have done a fantastic job to ensure the seven acre site is safe, accessible and tidy.

THE BOARD NOTED the contents of the report.

5.3 Trust Company Financial Overview – Mr Cobb

It was noted that the income generation had virtually dried up due to the pandemic and the temporary closure of the Centres. There was however a small amount of rental income that continued.

Many staff were (and continue to be) furloughed at all the National Centres as the staff usually support the Company's commercial income generation. Similar approaches had been taken by other non-departmental public bodies. This meant recouping 80% of their salary from the Government and **sportscotland** were committed to topping up the further 20% of the salaries.

Budgeting had been very difficult due to the current circumstances. **sportscotland** requires to put £4.7m into the Company this year. What is ringfenced for the Company is ultimately steered by how much investment **sportscotland** receives from the Scottish Government. Mr Cobb hopes to be able to produce financial projections for the next board meeting.

THE BOARD NOTED the contents of the report.

6. Restart Plans

6.1 Glenmore Lodge – Mr Roberts

Due to the nature of the services provided by the National Centres, catering, training, overnight stays, interns etc, the team has had to look to many different guidance documents produced by the Scottish Government to support the re-opening with the least risk as possible to staff and customers. This has been a challenge.

The staff have been preparing for 2 metre distancing throughout the estate, which includes a one way system and a route outside the building. Future transportation of training participants will have challenges in social distancing in the vehicle.

There will be a further announcement on 24 August, 2020 from the Scottish Government, which relates to contact sport and will have an impact on the delivery of climbing sessions. It is appreciated that there is no risk free option in reopening the centre and it is imperative that a plan is put in place for potential positive cases of Covid-19.

There has been evidence of the demand for the services of Glenmore Lodge, particularly amongst people looking for post lockdown sense of adventure to be fulfilled.

For security purposes, there is a staff member on site.

THE BOARD NOTED the contents of the report.

6.2 Inverclyde and Cumbrae – Mr Fleeting

85% of staff are on furlough as their roles relate to customer interaction. The staff return will be staggered depending on business need.

The new building lends itself well to social distancing and one way systems due to the wide corridors suitable for wheelchair users etc.

There was a pilot residential with Coventry City, a professional club that regular tests its athletes. They were the only customers in the facility at that time.

Staff have been provided with training and asked for their input into policies and procedures going forward. This gave staff an opportunity to share any anxieties they might have about the next steps.

The contractors used are also having challenges which is an added pressure. Security is still on site 24 hours, particularly as walkers and young people have been using the site as an outdoor space during lockdown.

A short update on Cumbrae was provided.

THE BOARD NOTED the contents of the report.

The Board was pleased overall with the reports provided, the work put in by staff and the reassurance given. It was recommended that regular customers be surveyed to see how they feel about returning to the Centre, which was noted, but there are challenges around the lack of staff available to carry out such work at this time. It was suggested that a video of the Centre could be used to assure staff and customers prior to coming on site.

7. Risk Register - Mr Dunlop

The corporate risk register was updated in May, 2020.

8. Accounts – Mr Cobb

The numbers are not subject to query, but due to the pandemic, there is a bit more detail highlighting where the issues are and the heightened risk due to the pandemic.

The going concern piece relates to August, 2020 to August, 2021. The auditors have been made aware of the Memorandum of Understanding in place between **sportscotland** and the Company, although it is realised that **sportscotland** await a statement on Scottish Government funding for next year, which in turn may (or may not) have an impact on the funding to the Company. The Board was reassured that there are no conditions put on the Company in return for **sportscotland** investment.

No issues had been raised by the Company's Audit Committee and the Board was reassured that the Head of Finance is in regular contact with the Directors and National Centre Principals to support the relationship between **sportscotland** and the Company. It was also

noted that the CEO and Chair are communicating with the Minister about the importance of investing in this sector.

THE BOARD APPROVED for the year ending 31 March, 2020:-

- Scott - Moncrieff Audit Report;
- Annual Accounts; and
- Letter of Representation

For Information

Other

12. Any Other Business

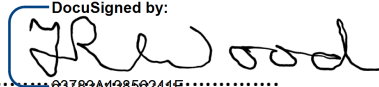
The Board asked for equality issues, specifically focussing on BAME, to be added to the next agenda. Mr Dunlop confirmed that there will be information from the **sportscotland** Board shared and that he will have a separate conversation with Mr Singh.

13. 2020 Meeting Dates

- 12 November, 2020 (via Teams or if possible, Inverclyde)

ACTION LIST

Item	Date	Who is responsible?	Action	Comments
3	06 August, 2020	Jennifer Edmonstone	Notify Companies House of the company secretary termination.	Complete.
5.3	06 August, 2020	Mr Cobb	Produce financial projections	
6.2	06 August, 2020	Mr Fleeting / Mr Roberts	Look into surveying customers to see how they feel about a return to the Centres, once more staff capacity	
6.2	06 August, 2020	Mr Fleeting / Mr Roberts	Look into producing a video of the Centres and the current operating procedures to give reassurance to customers and staff before returning.	
	14 November, 2019	Mr Fleeting / Mr Randall / Mr Turner	Provide an update on Inverclyde Schools and Education Programme with specific reference to:- <ul style="list-style-type: none"> • Higher education; • SIMD areas; • ASN schools; and • Specific local authorities. 	12 November, 2020
12	12 November, 2020	Mr Dunlop	Add an agenda item relating to equality, BAME specific issues.	12 November, 2020

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Chair