

sportscotland

Council Meeting

Minutes of the Council Board Meeting held via Microsoft Teams on Wednesday 26 August 2020 at 10:00

Present

Members

Mr M Young, Chair
Mr D Cameron
Ms M Campbell
Mr C Grant
Mr S Lindsay
Prof C Mahoney
Mr M Munro
Ms K U'ren
Mr G Walker
Mrs F Wood

In Attendance

Council Officers

Mr S Harris
Mr F Dunlop
Mr M Roberts
Mr M Whittingham
Mrs M Borland
Mr N Cobb
Mr J Lunn
Mrs J Lynn
Mrs K McCheyne
Miss L Cook

Scottish Government

Mr A Sinclair

Welcome

The Chair welcomed everyone to the meeting.

Business

1 Apologies for Absence

➤ *Mrs C Bain and Mrs S Sandilands.*

2 Declarations of Interest

➤ *None.*

3 Minutes of Meeting held on 24 June 2020

➤ *The minutes of the Board meeting held on 24 June 2020 were approved as a true and accurate record.*

4 Matters Arising

Mr Dunlop provided an update on Board member term extensions. The Chair thanked the Board members for their flexibility in this matter and asked Mr Dunlop to continue to work towards formalising extensions.

5 Chairs Opening Remarks

The Chair thanked the staff for their continued work and commitment during this uncertain time.

The Chair gave an overview of current sporting issues and debate, including an update from discussions at UK Sport. Overall, the Chair noted the continued importance of the sector staying united and together behind a common message.

6 Executive Management Report

Mr Harris highlighted that **sportscotland** have been very proactive with regard to both the Public Health Reform process and more recently responding to a consultation on the new Public Health Scotland Strategy. In particular feedback has been focussed on the need to raise the importance of physical activity for physical and mental health.

Mr Harris noted that we continue to work with the Scottish Government on the return to sport guidance. Mr Roberts updated that guidance is currently being developed for the planned restart of contact sport and indoor sports on 14 September. A list of our national partners and a checklist and guide for facilities reopening is available on the **sportscotland** website. Mr Roberts also noted that many facilities may be unable to open on 31 August as local partners continue to face financial challenges, subsequent staffing challenges and issues with facility capacity due to social distancing.

The Board asked if there was anything **sportscotland** can do to help communicate which facilities are open and explain the challenges faced by local partners which is resulting in all facilities not opening. Mr Harris agreed we could look at this, but it would be important to do it in

conjunction with local partners and recognising that it will be very challenging to keep lists of open facilities up to date.

Mr Harris highlighted the Race and Racism Advisory Group which he sits on. Mr Dunlop added that the approach agreed by the HCSC and UK Sport is to take time to understand the complexity of the issue and how issues vary throughout the UK. Racism was included as a topic during the July #SportsHour and was a good opportunity to listen to opinions on the matter. Mr Harris noted that the advisory group will focus on data collection and lived experiences, the next step will be to procure support to lead additional data collection and record those lived experiences. Draft reports should be available by the end of the year with final reports projected for February/March 2021.

The Board supported this approach and looked forward to further discussions on how **sportscotland** can address inclusion and equality.

➤ *The Board noted the Executive Management Report.*

For Decision

7 Business Planning – Short Term Action Plan (STAP)

Mr Dunlop introduced the STAP which has been developed to replace the business plan during this period of uncertainty. The STAP has been designed to be responsive and react to the changing circumstances and will be a tool that creates a narrative to guide our business plan development. New priorities have been identified and actions from the Business Plan which still need to be completed have been pulled over to create the STAP, which will refocus staff resource. The STAP will be brought back to subsequent Board meetings as it evolves, and we will aim to bring a refreshed Business Plan to the February 2021 Board meeting to be used from April 2021.

Mrs Borland provided a brief summary of the approach and process of developing the STAP.

Mr Cobb provided an overview and progression of the budget over the past ten months, with the plan being to bridge the income gap through a recruitment freeze, furlough scheme and some other savings. Mr Cobb also noted that the National Lottery income has been good but is still volatile. Mr Cobb also noted that agreements for the second payment to SGBs and LAs is being completed.

The Board asked if there is a timeframe for the STAP or an end date, Mr Harris noted that the STAP will focus on short term priorities and we will revert to a Business Plan from April 2021.

The Board discussed the additional £1.5m that is to be made available to support SGBs. Mr Lindsay offered some feedback and thoughts on the management of this additional money. Mr Lunn will progress with the discussions and updates will be brought back to the Board.

Mr Dunlop noted that the response from the staff survey has been predominantly positive, there was good feedback on how staff can be better supported as they continue to work from home and an action plan is being created to respond to this. The Leadership Group are due to meet on Friday, the importance of line managers connecting with staff and understanding issues will be emphasised, so that we can be more confident that tailored support is put in place as required.

➤ *The Board approved the Short Term Action Plan*

8 Sport for Life: summary of progress 2019 -20 (Annual Review)

Mrs McCheyne provided an overview of the first ever fully digital **sportscotland** annual review. The review was also produced in line with new digital accessibility legislation and has been condensed to reflect Board feedback.

The Board provided positive feedback on the review, the messaging was clear, and the shorter digital version was supported as a good development.

➤ *The Board approved the Annual Review.*

Finance:

9 sportscotland Group Annual Accounts for the year ended 31 March 2020

10 sportscotland Group Draft Auditors' Report and Letter of Representation

11 sportscotland Lottery Fund Annual Accounts for the year ended 31 March 2020

12 sportscotland Lottery Fund Draft Auditors' Report and Letter of Representation

The Chair of the Audit and Risk Committee, Mr Cameron reported that the Audit and Risk Committee had met on 12 August 2020 and reviewed the documents, the Committee also met on 21 August 2020 to review the external audit final report. Mr Cameron highlighted the fantastic effort by the Finance team and Audit Scotland to bring the audits to the Board on schedule. Audit Scotland had identified no major issues. Mr Cameron confirmed that the Committee was satisfied with management responses to all the audit recommendations and content with the process, validity and accuracy of the accounts. The Committee recommended that the Accounts package should be approved by the Board and sign-off by the Chair and Chief Executive.

The Chair thanked Mr Cameron and agreed this was an excellent piece of work and a testament to everyone involved.

➤ *The Board formally approved the Group Annual Accounts and Letter of Representation and the Lottery Fund Annual Accounts and Letter of Representation.*

For Discussion

13 Recovery Planning – National Partners (SGBs)

Mr Lunn provided an overview of the paper including the current analysis of SGB financial health. He explained that different sports are being affected differently by Covid and that the team will continue to work with all sports to provide tailored support.

➤ *The Board noted the update.*

14 Recovery Planning – Local Partners

Mrs Lynn provided an overview of the paper and highlighted the significant challenges that local partners continue to face. The team continue to work with individual local partners to understand their circumstances and the implications of the furlough scheme coming to an end and considerations around access to the school estate.

Mr Sinclair noted that discussions are being had with COSLA and a loss of income scheme is being considered.

The Board noted concern around the implications for local partners, education, facilities and ultimately the impact this could have on physical activity and the aspiration to become an active nation. Mr Sinclair noted that a group has been formed to consider the guidance around PE as we move into the winter.

The Board also noted their concerns around the disproportionate impact of Covid on already disadvantaged groups and people. Mr Harris noted that this will all be factored into a discussion we will have at the December Board meeting but also that local partners are subject to the same legislation, have the same responsibilities and ultimately the same ambitions to make sport and physical activity accessible to everyone.

➤ *The Board noted the update.*

15 Corporate strategy and short term action plan Quarter 1 2020-21 progress report

Mr Dunlop provided an overview of the progress report, the Board appreciated the detailed update in the report and had no further questions.

➤ *The Board noted the update.*

For Information

16 sportsotland Group and Lottery: Audit Scotland Annual Report to the Board and the Auditor General for Scotland for the year ended 31 March 2020

Noted and taken as read.

17 The Scottish Sports Council Trust Company Annual Report and Financial Statements for the year ended 31 March 2020

Noted and taken as read.

18 The Scottish Sports Council Trust Company Scott Moncrieff Audit Findings for the year ended 31 March 2020

Noted and taken as read.

19 Communications update

Noted and taken as read.

20 Audit and Risk Committee draft minutes

The Board queried if following the Glenmore Lodge data breach there had been an increase in cyber attacks or risks associated with home working. Mr Dunlop noted that the ICT team continue to review our system security, including updates for all laptops, he added that the final actions associated with the Glenmore data breach will be complete in the coming month and reported to the ARC at their November meeting.

Noted and taken as read.

21 Trust Company Board draft minutes

Noted and taken as read.

22 Any Other Business

The Chair emphasised the support of the Board to staff and partners who continue to operate in this challenging time.

23 Date of Next Meeting: 28 October 2020, Microsoft Teams

There being no further business, the Chairman closed the meeting and thanked everyone for attending.