

MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 10 December 2018

Glasgow National Hockey Centre

18.30 Start

ATTENDANCE

DIRECTORS	IN ATTENDANCE
Scott Baird - Chair Cheryl Osborne Robin McLaren (VC) Barbara Morgan Angie Keith (VC) Andrew Scoular (VC)	David Sweetman CEO Anne Wotherspoon Maggie Conacher (VC) Lloyd Sammeroff – Minute taker

Item		Action
1.1	Apologies Rona Beattie Andrew Scoular Lynsey Wilson	
1.2	Declarations of interest No Changes	
2	Minutes of the meeting 12 November 2018 The board agreed that they were a true and accurate reflection of the meeting	
3	Action Points from Previous Meeting Ethics Manual – This will be discussed in January’s meeting Core – there was an update to Core at the beginning of the season. There is a willingness to progress with staff and Blue2. It has been challenging and we are going to work through what is outstanding and set timelines/targets to resolve. This will be reported in January’s meeting so that all the board and staff are aware. There are some changes that are outwith the original scope and so will be chargeable but this will be within the budgeted costs. Audit Committee – DS, AW and SB will meet in January to discuss. DS is to send out the minutes of the last meetings to AW. Strategic Plan – This has been submitted to Sportscotland. The Scottish Government are due release their budget this week and we should be advised in January what we are to receive as our grant. Commercial Group – DS, Paul, SA & Nicola met and are due to meet in January or February again and looking at increasing the brand, using mailing lists etc – in line with GDPR.	

	<p>Charity Status – Discuss later in the meeting</p> <p>High Performance Group – the letter from Andy Tennant has now been circulated to the board.</p>	
4.1	<p>Finance</p> <p>Management Accounts for October have been submitted we are confident we will finish at the predicted break even position. Development will balance out but performance have been slow to collect income. Measures will be put in place to ensure we will not be in this position in the future. We recognise that there is reputational risk asking for the money after the programme has finished. Income for internationals will cover the current expenditure</p>	
4.2	<p>KPI Tracker</p> <p>Paper was submitted to the board and there were no questions</p>	
5	<p>Risk Register</p> <p>There were no significant changes but it was discussed previously that the high level risks should be checked at each meeting.</p> <p>Child Protection / Safeguarding – we are at 82% completion of all standards of the new “Safeguarding and Welfare Standards for Sport”. We have a child protection lead and an admin trained and so we are meeting and exceeding our requirements. Spot checks at training sessions have taken place. As an example, 1 club in East was perfectly fine, 1 had a few issues that the members did not know the CPO and their policies as well as some players not being members on Core. It has been identified that there is a lack of training on Safeguarding on the board but this is to be looked at as part of the succession planning.</p> <p>Anti-Doping – All NAG squads are covered and the clubs that play in Europe, the gap is with other club players and there is a need to educate them. We had looked previously at testing but the costs were prohibitive. It was however discussed that DS should budget blood tests for international events and also look at ways in how to educate clubs domestically.</p> <p>Players going missing after tournament – we always return home the day the event finishes.</p> <p>Gambling - We need to re-educate players every cycle. The risk is low as only “A” national. It was decided this risk can be reduced to “Medium”</p> <p>Competitions – the format is sense checked regularly with competitions working group, forums and surveys</p> <p>Hockey dropped from Olympics – not a risk until 2028 and we have no way of managing the risk therefore we should reduce the risk level for now</p> <p>It was also discussed that the Olympic / Commonwealth Games and Sportscotland risks are to be re-written to more accurately explain the risk.</p>	

	<p>New risks to be added to the register are:</p> <ul style="list-style-type: none"> ▪ Non collection of income from athletes ▪ Risks around the strategy (RM will assist DS with this) ▪ Analyse events that have happened to establish any risks pertaining to them 	
6	<p>Safety Agreement</p> <p>The paper submitted to the board was approved</p>	
7	<p>Board Succession Planning</p> <p>The current chairman is planning to step down after the AGM in 2019 but aims to stay on the board to support the new chair whoever this may be. The board were happy with this.</p> <p>Board skills matrix has been completed and it is apparent to DS that with Maggie Waterson departing and AW leaving in June after reaching term there is a need for a finance person. The plan is to recruit this person at the same time as the chair.</p> <p>AS is due to complete term in June 2020 and there are 4 due to term in 2021 and it is not good practice that all leave at the same time as there could be a skills/experience gap in the board therefore it would be preferred that one member left earlier so this position can be filled earlier.</p> <p>The position of Chair cannot be advertised but within the recruitment process there should sought someone with chairing meeting experience etc that could potentially fill in the gap.</p> <p>While recruiting for new board members, there needs to be clearer understanding of the strategy and which board members are taking the lead on which areas so that the workload is spread across all directors.</p>	
8	<p>West District Men</p> <p>There was discussion by the board around the correspondence board members have been receiving from the West District Men. It was decided that any correspondence with West District Men be made in writing addressing the board collectively and be sent to the business address (8 Kings Drive, Glasgow, G40 1HB).</p>	
9	<p>Charitable Arm</p> <p>LW is now back from maternity leave and with all other work relating to new directors and strategy is was agreed that this will be addressed in summer next year.</p>	
10	<p>CEO Report</p> <p>DS's report was submitted with the pack and asked if there were any questions.</p>	

	<p>Jamie will present to the board in January around the district framework</p> <p>The Chair commented on the feedback around Super Series in that it was a great event and very positive feedback from those attending however North District are unhappy that it did not invoice Division 1 clubs. BM advised though for future events there needs to be some advice sought from Technical Officials prior to finalising the regulations</p> <p>Praise has also been made that there are now 3 full time athletes in the GB female team.</p> <p>Scottish Officials are also being selected for international events – including SB, DS, BM and Ian Diamond</p>	
11	<p>Board use of Social Media This will be discussed during January's meeting</p>	
12	<p>Management Committee Update The last meeting discussed:</p> <p>West District Super Series Gala Dinner Facilitating of Appeals Uddingston Respect Campaign – statistics have been positive on the reduction in the number of cards they have received and communication should go out highlighting to other clubs the difference it has made</p>	
13	<p>Sportscotland update None</p>	
14	<p>Executive Calendar There will need to be another meeting between January and April and so DS will send out a doodle poll to establish a suitable date</p>	
15	<p>AOCB Thanks was given for the board's invite to the Gala dinner</p> <p>Meeting closed at 20:50</p>	