



Scottish Hockey

MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 27 JUNE 2023

GLYNHILL HOTEL

19:00 Start

IN PERSON ATTENDANCE

DIRECTORS IN ATTENDANCE	ALSO IN ATTENDANCE (Non-Voting)
Martin Shepherdson (MS) - Chair Karin McKenny (KM) – Board Member Jamie Carnegie (JC) – Board Member Kaz Cuthbert (KC) – Board Member Jane Harvey (JH) – Board Member Scott McCubbin (SM) – Board Member Balvinder Sagoo (BS) – Board Member Barry Cawte (BC) – Chief Executive & Board Member	Lloyd Sammeroff (LS) – Senior Finance Officer *Attended until Finance Report Derek O’Riordan (DO) – Partnership Manager sportscotland

*Minutes prepared by Claire Sammeroff (via voice recording)

Agenda Points	Actions
<ul style="list-style-type: none">Welcome and Introduction <p>Meeting was Chaired by Martin Shepherdson (MS) who thanked all for their attendance and extended welcome to new Directors, Jane Harvey, Scott McCubbin and Balvinder Sagoo, who were ratified at the recent AGM.</p>	
<ul style="list-style-type: none">Apologies <p>Apologies from Justine Westwood (Vice Chair), Gareth Tenner (Board Member) and Claire Sammeroff (Executive Assistant).</p>	
<ul style="list-style-type: none">Declarations of Interest <p>In view of new Directors attending their first Board Meeting, MS requested that all Board Members provide update on any potential conflicting interests :</p> <p>MS : Son involved in Senior Squad, although currently taking a break due to career. Member of Grange Hockey Club.</p>	

<p>JC : University of St. Andrew's and Masters and Junior Pathway involvement. SM : Acquaintance with member of Senior Women's squad. BS : Member of Hillhead Hockey Club. KM : Nothing to declare. KC : Member of Western Wildcats Hockey Club. Husband works within gym / fitness equipment facility sector. JH : Acquaintance with member of Borders District. BC : Nothing to declare.</p> <p>All members agreed to leave meeting if / when appropriate to avoid any potential conflict(s) although MS commented that this would unlikely be required as Board Meetings primarily don't concern operational matters.</p>	
<ul style="list-style-type: none"> • Approve the Minutes of Board Meeting 04/04/23 - Actions Arising <p>The minutes were approved without issue.</p>	
<ul style="list-style-type: none"> • Actions and Matters arising from last meeting <p>MS informed that these would be covered at various points throughout meeting.</p>	
<ul style="list-style-type: none"> • CEO Report and Decisions for Approval <p>BC submitted reports prior to Board Meeting.</p> <p>BC advised that all information required was contained in the Reports previously forwarded to Board for their consideration and welcomed any questions and comments regarding the information therein.</p> <p>SM and JH enquired regarding sportscotland's funding criteria and the requirement for NGB's to increase revenue as a condition for future investment. BC informed that funding conditions have been agreed and approved in April and will forward the documentation accordingly. Part of this agreement is to increase reserve position and report on the plan for this to sportscotland in September. JH asked if any advice was provided as to how to increase revenue at the recent sportscotland CEO Forum, as all NGB's are in a similar position regarding this. BC replied that sportscotland highlighted the need for NGB's to work collaboratively with sportscotland with a view to lobbying for additional funding. BC added that he believed there is a need for a robust facility strategy to be created, with fellow CEO's in agreement that there needs to be an improvement in the proper management of facilities moving forward. Although no definitive outcome arose BC commented that a good conversation was now underway.</p> <p>DO added that the establishment of the Hockey Engagement Manager role, held by Keith MacLeod, is invaluable in the process of ensuring the future of facilities via positive engagement with schools and local authorities, highlighting the role of Regional Managers also being aware of local authority planning. This was endorsed by the Board.</p> <p>KC enquired about the detail and benefits of the sportscotland Inclusive Leadership Programme that BC was recently a successful applicant for. He advised that this is an inaugural sportscotland course, with 10 CEO's selected to participate, of which he forms the first cohort. It focuses on preparing CEO's for issues such as E, D & I and Strategy and Policy Development. It consists of an in-person session as well as 5 mentoring sessions with BC hoping to continue to develop his holistic approach to leadership. BC offered to provide an overview when the course is completed.</p>	<p>BC to supply funding documentation to new Board Members.</p> <p>BC to provide feedback on sportscotland course.</p>

<p>KC then asked if there were any insights to share following the recent sportscotland Sustainability Session? BC enjoyed the session and acknowledged the importance of the issue, however, noted numerous challenges to incorporate within the current strategy. This is due to various ongoing priorities such as; safeguarding, E,D & I, increasing participation, resources, reach (particularly if clubs do not own or manage their own facility). However, BC added that there can be various small actions currently implemented such as purchasing ethical equipment and encouraging recycling to name a few.</p> <p>BS commented on water usage for water based pitches with MS informing that the FIH and Polytan are working to create a new performance surface that has no requirement for water, with the aim of it being ready for use at the Canada Olympics - although previous deadlines have been missed.</p> <p>KM reiterated that this is a massive global issue and that SH have committed to creating a sustainability strategy and offered support from the People Committee as well as suggesting the creation of a staff working group. MS supported this and asked BC to share the plan when it was available and perhaps some short-term initiatives at the next Board Meeting to which BC agreed.</p> <p>SM asked if there were any commercial opportunities as a result of the GB framework, however BC advised that there is no alignment to any commercial benefit of GB (which is solely administered through England Hockey) and the rest of the Home Nations. He highlighted that commercial opportunities are a priority to us and one that makes commercial sense without further draining our already stretched resources. LS reaffirmed this by adding that currently some of the youth kit sponsorship provides income for the squads, which reduces parental contributions, but in-turn requires staff time to facilitate. BC endorsed the need for SH not to undersell our assets and the need to realign with the commercial plan in order to reset standards and ensure good value. BC to liaise with SM directly at a later point, as there are plenty of opportunities where we can capitalise on commercialisation.</p> <p>Discussion then proceeded with KM mentioning that the People Committee were encouraged by the FIH's move to approve inclusive kit. KC enquired as to how this will be implemented in practical terms within the domestic game via team kit. BC responded that Keith MacLeod (Hockey Engagement Manager) is developing a two phased approach (policy and implementation) for domestic game in future seasons. However it is understood that players are welcome to wear clothing that they are comfortable in (i.e. shorts or skorts) and that not all team members need to conform to the same item unilaterally.</p> <p>KC asked how the sport is developing concussion management and guidance for clubs, umpires and officials. BC informed that we are now in discussion with Podium Sports, who are in the process of rolling out "sport smart" App which provides this. Podium Sports will be presenting at the forthcoming all staff meeting and SH aims to launch this for Pathway programme and Clubs in the near future. The system is free of charge and Podium Sports are currently working with a number of NGB's.</p> <p>MS concluded the questions stating that it was good to see the overlap between the People Committee and the CEO report and commented on the great progress that is being made.</p>	<p>BC to share sustainability action plan when available.</p> <p>BC to liaise with SM on commercial strategy</p>
<ul style="list-style-type: none"> • Finance Report <p>LS provided report and various associated papers prior to Board Meeting.</p> <p>LS commented that since producing the report there have been some developments. Notably, youth squads recharge for summer trips have been actioned with support</p>	

<p>being made available for families who require / request it. Thereafter LS welcomed questions.</p> <p>KC asked if the new policy for youth squad debt management was making an impact. LS advised that Jennifer Griffin asked for this policy to be implemented in full from September onwards, although we are working closely with families to ensure there is no accumulation of debt that then becomes unmanageable.</p> <p>KC continued with questions around the gift of kit from New Balance, as mentioned in the report, and was that a concern. LS advised that this was a teething issue that has now been resolved today, with BC highlighting it was due to a lack of understanding of their contractual obligations by the New Balance admin team.</p> <p>MS took the opportunity to note that the aged debtor analysis report was at the lowest figure in the last 18 months with the vast majority of debtors showing in the “current” period, which is tantamount to the work by LS and the team. BC endorsed the strategic approach of LS and Jennifer Griffin.</p>	
<ul style="list-style-type: none"> • Sportscotland Update <p>A verbal update was provided by DO.</p> <p>SH are currently in a 1 year extension period of a 4 year cycle and a meeting is scheduled in September with BC and Jennifer Griffin to finalise the special conditions of the investment agreement, namely the requirement of a plan to increase reserves over the next 3 years to represent 6 months’ turnover. Thereafter, the next investment award will be released by sportscotland.</p> <p>The Strategic review for the next 3 years is expected to be presented in October / November, with a draft plan ideally available by September. DO highlighted the Scottish Government’s policy on “Fair Work First” which is designed to create a fair and equitable workplace for all. It looks across a number of areas; fair wage, giving staff a voice to be heard etc. Legal advice is available to NGBs if required. BC commented that this falls within the remit of the Corporate Governance Committee, however SH already organically complies due to good working practices. That aside, MS and BC welcomed any advice available to ensure continued compliance.</p>	
<ul style="list-style-type: none"> • SHU Events <p>A verbal update was provided by MS.</p> <p>MS informed that since the last Board meeting there had been no events that required the use of SHU Events Ltd and currently there are no events planned in the foreseeable future.</p>	
<ul style="list-style-type: none"> • District Committee Update <p>BC provided a verbal update informing that MS and JC had attended the last meeting and that the committee was working well, with the potential to investigate the creation and benefits of a Memorandum of Understanding (MOU).</p>	
<ul style="list-style-type: none"> • Corporate Governance Committee Update <p>Committee provided a Key Point Report prior to the meeting and a short verbal update was also given by MS.</p>	

<p>The Committee is currently reviewing the Articles of Association, as this very much underpins the work of the Committee. A draft will be drawn up by GT and reviewed by French Duncan in preparation for members to review at the AGM in 2024.</p> <p>Policy tracker will also be created and shared with the People Committee to ensure a coordinated approach.</p> <p>BC commented that it is exciting to see change moving forward.</p>	
<ul style="list-style-type: none"> • People Committee Update <p>KM provided a verbal update.</p> <p>The Committee offered to contribute more, if possible, by perhaps reviewing the Ethics Manual. BC advised that it would be good to liaise with relevant staff members at the appropriate points as well as utilising the Board’s expertise and experience available in this area, namely that of JH and BS.</p> <p>Thereafter, SH’s Transgender policy was discussed with a view to encouraging collaboration with England Hockey although there are restrictions due to FIH and GB policy. MS updated that BC is in dialogue with FIH and MS and BC have also spoken with the EHF to ensure action on this issue. BC and MS attending EHF assembly in August and intend to raise the topic. However, at present, current SH policy is in line with other NGB’s.</p> <p>Discussion followed regarding data collection usage with JH offering to share the outcomes of the sportscotland Equality Data Collection Usage course with the People Committee, as it was very informative.</p> <p>The Committee are keen for staff to be aware that they are contactable, in order to increase interaction, and offered to be part of the next Staff & Board day.</p> <p>Broad discussion followed about the benefits of initiating a staff welfare program.</p>	<p>JH to share info on sportscotland Data Collection Usage Course</p>
<ul style="list-style-type: none"> • Safeguarding and Child Protection Update <p>BC provided a verbal update during which he requested feedback from the People Committee regarding the draft Safeguarding Policy which he circulated in March. KM understood that a reply had been issued but would investigate further and update.</p> <p>BC announced that an internal staff working group had also been established to review the draft. This allows a multi-tiered approach to ensure a world class and effective system for such an important issue. The new policy will be in place in September in collaboration with Children 1st.</p> <p>JH enquired as to how many safeguarding cases were ongoing to which BC advised of one.</p> <p>BC advised that there were no new issues to report.</p>	<p>KM to reply regarding Safeguarding policy</p>
<ul style="list-style-type: none"> • Risk Register <p>BC advised that there were no current updates or issues.</p>	

<p>It was agreed that this agenda point belongs within the remit of the Corporate Governance Committee who will include within their update moving forward. As such this agenda point should be removed for future Board meetings</p>	<p>CS to remove Risk Register from future meeting agendas</p>
<p>• UKAD</p> <p>No issues were noted regarding this.</p> <p>BC advised that he had completed UKAD lead training. He commented that inbound e-mails from UKAD were going to spam / junk box and asked if DO could investigate / resolve, who advised that he will raise with sportscotland.</p> <p>JC and Jennifer Griffin have also completed all relevant training.</p> <p>Recently SH have been actively promoting “Clean Sport Week”.</p>	<p>DO to flag UKAD email issue with sportscotland</p>
<p>• Health & Safety</p> <p>BC informed that there had been recent anti-social issues observed at the GHNC, which is operated by Glasgow Life. Most significantly Scottish Hockey had to contact Police Scotland regarding drug trafficking / dealing on the site, with drugs being padlocked to the gates – Police Scotland responded quickly and resolved. There has also been evidence of graffiti and alcohol use at the facility.</p> <p>BC advised that this issue must be considered as SH proceed with the licence to occupy, as well as investigating adequate training for staff in crisis management.</p>	
<p>• GDPR</p> <p>BC advised that there are no issues or breaches to report.</p>	
<p>• A.O.B</p> <p>None</p> <p>MS concluded the meeting, thanking attendees for their time and contributions.</p>	
<p>• Date and Time of next Board Meeting</p> <p>19th September 2023 @ 7:00pm (virtual)</p>	