

## JudoScotland Board Minutes:

29 November 2016

Ref. 2016/7



**Notes of the Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 29 November 2016, commencing at 1630 hours.**

Present: Ronnie Saez (Chair); Sarah Clark (SC); Peter Gardiner (PG); James McBeath (JMB); Marc Preston (MP).  
 Apologies: Graham Campbell (GC); Robert Sneddon (RS).  
 In Attendance: Douglas Bryce (CEO); Tony Penfold (BDM); Freda McNulty (LE,BST); Euan Burton (NHPC); Ewen Cameron (EC).

### Welcome and Apologies

- 1 The Chair welcomed the Board to its first meeting of two that evening. SC had intimated that she was running slightly late, but should be arriving shortly. The Board was therefore not quorate until her arrival.
- 2 The Chair also noted that apologies had been tendered by Graham Campbell and Robert Sneddon, who both had prior business engagements.

### Declarations of Interest

- 3 There were no declarations made by those attending the meeting.

### Leadership and Governance

*SC joined the meeting.*

#### Minutes of the Previous Meetings: 2016/6

- 4 These were proposed by Marc Preston (MP) and seconded by James McBeath (JMcb).

#### Matters Arising

- 5 The CEO distributed an updated 'Rolling Actions' document and spoke to this.

#### Cashback for Communities Application

- 6 The CEO provided an overview of the negative response to the submitted application and circulated feedback received to date via email.
- 7 The Chair reflected on the origin and purpose of the Scottish Government programme and believed that the feedback received was somewhat disproportionate to the quality of the application. The Chair also believed that there were no new sporting applications admitted to the programme on this occasion.
- 8 The Chair felt that the feedback was not overly clear or helpful in looking forward to future application(s).

#### Disciplinary Panel

- 9 The CEO broadly updated the Board with regards to a forthcoming disciplinary panel meeting. This would be chaired by the Treasurer.

#### Sub-Board Working Groups

- 10 The Chair shared some reflective thinking on his part around the whole concept of sub-Board Working Groups (WG). Although the previous discussions around WG re-instatement had been positive, the Chair proposed that the Board consider a more streamlined WG structure moving forward, with 3 WG's supporting the work of:
  - 10.1 Corporate Governance (currently existing);
  - 10.2 Business Delivery/Participation (encompassing development, education and events activities) and;
  - 10.3 Performance Development.
- 11 PG enquired as to potential timescales of these proposed WG's. The Chair believed that these could be agreed at the January 2017 Board meeting and active by the end of March 2017.
- 12 Some discussion ensued with regards to bringing all 3 WG's together for their first meeting. Ewen Cameron (EC) highlighted that such a meeting might clarify for all concerned the purpose and operation of the 3 WG's
- 13 The Chair believed that overall, the proposed WG structure would assist JS in ensuring that:
  - 13.1 JS are doing the right things;
  - 13.2 JS are doing things in the right way and;
  - 13.3 The strategic plan was brought to life.

14 The Chair also believed that there might be some benefit in having external stakeholders invited to participate in such WG's.

#### **New Club Applications**

15 Two new Club applications had been received:

15.1 Edinburgh Judo (George Heriot's) was approved and;

15.2 Evolution Judo was approved.

#### **2016 British Masters and Minors Tournament**

16 The CEO distributed the Event Report received from BJA, with regards to the 2016 British Masters and Minors Tournament.

17 The Chair noted that Mr Paul Sexton had been very supportive at and of the event and that the report was generally very positive.

18 PG believed that greater attention ought to be paid to weigh-in times at events to limit individuals having to arrive early and potentially wait around for lengthy periods of time prior to competing. In particular, he highlighted a recent martial arts event that he had attended where text messaging had been utilised very effectively.

19 Some additional discussion centred on manual –v- computer systems for competition delivery.

#### **sportscotland institute Assistant High Performance Coach – Recruitment**

20 The National High Performance coach (NHPC) updated the Board with regards to the current recruitment process. Following initial work by sportscotland's Human Resources (HR) department, both JudoScotland and BJA were in contact with the Borders Agency to ascertain the respective 'sponsorship' code for the applicant to apply to work in the United Kingdom.

#### **CEO Update (2016/7/1)**

21 The CEO referred to the previously circulated update paper.

#### **TeamScotland Awards Evening (28 September 2016)**

22 The CEO highlighted that Steph Inglis had received the 'Spirit of Scotland' award at the above event. Steph had also visited the office the following day and had expressed her thanks to JS for the support that they had shown for her.

#### **Aged Debt**

23 The CEO circulated the current aged debtor list. It was highlighted that just over 50% of the identified aged debt was attributable to stakeholders and partner organisations. The majority of the remaining debt was attributable to 4 individual athletes. There were some strong sentiments expressed that any athlete with a debt should not be selected for any event and that JS wished repayment of credit extended to individuals. Some discussion centred on the possibility of withdrawing the JS membership license of any athlete that owed money. The CEO outlined that this was certainly within the power of the Board – but possibly not the preferred avenue of action.

#### **Draft Budget: 2017**

24 The CEO expressed apologies on behalf of GC (Treasurer), who was unable to attend the Board meeting due to a prior business commitment. An overview of the work and discussions to date with both the Treasurer and Chair was provided, prior to the draft 2017 budget being circulated.

25 There were a number of significant issues to bear in mind around the budget including (though not exclusively):

25.1 The effect of inflation on the sportscotland annual investment, which in effect meant a reduction year-on-year when inflation was taken into account (2015 & 2016);

25.2 The proposed levels of inflation in 2017 – financial commentators predicting a potential rise to circa 3.0/3.5%;

25.3 The effect of the foreign exchange markets on the performance development programme.

26 Arising from the above points, a number of views were expressed around the continuation of 'Koka Kids' magazine as a membership benefit and potential alternatives to this.

27 The Board unanimously approved the 2017 budget.

#### **Honorary Officer: Role Description (2016/7/2)**

28 The role description for Honorary Officers was approved.

#### **Board Appraisal Process**

29 Further to previous discussions at Board and agreement of proceeding along the lines of an "Annual Conversation" with the Chairman, the CEO circulated a draft document to assist in shaping and recording such 'annual conversations'. The Chair was keen to commence these meetings early in the New Year.

#### **British Judo Association**

30 The Chair reported that the BJA AGM had generally gone well, with a fairly positive outlook from the floor in terms of moving forward.

31 In terms of the corporate governance review outcomes, BJA may not be able to 'elect' a Chair moving forward – but may be able to 'select' a Chair. BJA are looking to engage in a consultation tour in early 2017, with a view to staging an extraordinary general meeting (EGM) by the end of March 2017. The Chair noted that there may be some significant

consequences for BJA (from UK Sport) should BJA not sign up to the new Code of Corporate Governance (with the possibility of an Independent Chair appointment at some point in the future). The next meeting of the BJA Board would be on Tuesday 6 December and further information concerning the consultation events and proposed EGM would be circulated following this meeting.

## Business Delivery

### Grand Prix Tender Process (2016/7/3)

32 The CEO introduced an amended tender document. Accepting the delay in bringing the paper to the Board (it was originally scheduled for the postponed October Board meeting) and the impact on the timescales highlighted on page 3, the CEO highlighted 2 key areas that the Board may wish to reflect upon:

32.1 Page 4 (point 30): who could actually stage a Grand Prix (GP) event and;

32.2 Page 6 (point 9): the financial investment into GP events (£600).

33 PG felt that an outside company/service provider may prove beneficial. Also the fact that the expectations were clearer on both service provider and JS may help the event organisation.

34 MP believed that there was no real difference to the current criteria. The CEO outlined some subtle – but significant changes/updates and highlighted aspects of 'risk assessment' that were new. The Chair viewed that where JS had made suggestions to organisers previously, these were now incorporated as requirements of events.

35 The Business Delivery Team Manager (BDTM) highlighted that currently a significant amount of the workload around GP delivery is done by JS. He also believed that JS had the opportunity to align courses/systems around the GP proposals to make better use and time of JS resources.

36 The Chair asked whether the Board could move towards agreement on the tender process. MP supported the proposal and believed that it was solid.

### Area Director of Examiners/National Grading Officer (2016/7/4)

37 The BDTM introduced the previously circulated Board paper and referred to some of the staffing challenges that the Business Delivery Team had experienced in 2016.

38 Primarily the paper was concerned with rationalising the current situation that JS found itself in whereby up to 3 different individuals could be attempting to implement similar pieces of work. The Chair believed that it would be beneficial to see proposed job descriptions for the 3 positions (professional and voluntary) to take the discussions further.

## Business Support

### Key Policy Document: Staff Code of Conduct (2016/7/5)

39 The CEO outlined the current 'corporate house-keeping' being conducted and referred to the recent decision taken by the Board to adopt a code of conduct for Board members. The circulated staff code of conduct had an uncanny similarity to that agreed by and for the Board and actually reinforced the initial induction process undertaken by all new JS staff members. The Board approved the Key Policy Document: Staff Code of Conduct.

## Performance Development

### Transition Programme Pilot Review Process (2016/7/6)

40 The CEO introduced the paper and reflected that now was probably the right time to review, in order to implement any findings in time for the 2017 intake of athletes.

41 The Chair agreed and felt it appropriate to review on a 'lessons learnt' exercise and believed that:

41.1 We ought to avoid paying for the review if we could help it and;

41.2 This might be an early task for the newly proposed Working Group.

42 MP reflected back to the original discussion around the programme and would like more information and also an update as to "what is the dream" for the programme.

43 The NHPC outlined that – now the lead-in and wash-ups of the Olympics/Paralympics were completed - he would like to attend the Board meetings on a more regular basis to keep the Board more updated with regards to the programme, its aims and aspirations. The NHPC had already had discussions with the CEO in terms of Board attendance early in the year, a mid-year update and a review of the years training activities towards the end of the year.

## Date of Next Board Meeting

44 There would be a short break for Board members to take some subsistence, prior to the Honorary Officers joining the Board for the next meeting.

45 The next scheduled meeting of the Board after that was due to take place on Tuesday 24 January 2017.