

**JudoScotland Board Minutes:****24 January 2017****Ref. 2017/1****Notes of the Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 24 January 2017, commencing at 1830 hours.**

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); James McBeath (JMB); Marc Preston (MP); Robert Sneddon (RS).

Apologies: None.

In Attendance: Douglas Bryce (CEO); Ewen Cameron (EC), sportscotland; Euan Burton (NHPC).

**Welcome and Apologies**

- 1 The Chair welcomed everyone to the first meeting of the Board for 2017.
- 2 It was noted that there had been no apologies received, however the Chair asked the meeting to note that MP would arrive slightly late due to a business commitments and that GC would require to leave the meeting at around 2030 hours for similar reasons. In order to assist the NHPC attend the evening's training session, it was proposed to bring forward the Performance Development agenda item to the start of the meeting, once the meeting had noted any declarations of interest.

**Declarations of Interest**

- 3 There were no declarations of interest made by those present.

**Performance Development****Performance Development Update**

- 4 The NHPC circulated the National Squad (NS) selection criteria for 2017 and reminded the Board that the NS had been re-introduced the previous year (2016). The document contained some general, minor updates – but the document was broadly similar to the previous year. The Board noted the document.
- 5 The NHPC then circulated a proposed addendum to the NS policy and declared an interest in the contents of the document as there was a potential implication for his wife. The NS criteria outlined both the generic selection criteria and specific, performance-related, selection criteria that prospective NS members required to attain. Whilst reviewing the draft criteria, it became apparent that specific athletes that had previously received support via the JS and/or NS programme and the sportscotland Institute of Sport (SIS) would not be eligible for selection and/or support for 2017. Specifically, this ineligibility would be attributed to the generic selection criteria, rather than performance-related selection criteria. The potential for this ineligibility was first presented to the 'Mission 2018' review meeting between JS and the SIS, in December 2016, attended by the Chairman, CEO and NHPC. At that time, it was acknowledged that 2017 could be (at that time) a transitional year for a small number of athletes due to:
  - 5.1 Decisions regarding selections and athlete support made by the British Judo Association (BJA), combined with WCPP support conditions (specifically relocation to the BJA Centre of Excellence, Walsall)and;
  - 5.2 The potential change in representational status due to a small number of athletes fulfilling Scottish residency qualification during 2017;
  - 5.3 The impact that this could have on a Scottish Judo Team for the 2022 Commonwealth Games in Durban, South Africa.
- 6 Specifically, point 6 (above) relates to three (3) players, who have been based permanently at the JS National Training Centre for in excess of 4 years and who have benefitted from support provided from both JS and SIS:
  - 6.1 Gemma Gibbons: Olympic medallist at London 2012; Offered a place by BJA and UK Sport on its WCPP, but turned this down due to the requirement to relocate.
  - 6.2 Colin Oates: 2016 European Championships medallist; Not offered a place by BJA and UK Sport on its WCPP. Changing weight category to under 81Kg (it should be noted that potential for international success at this category is still to be determined).
  - 6.3 Jack Smith: IJF World Tour medallist in 2016. GB Senior Team member for past 3 years; Not offered a place by BJA on its WCPP.
- 7 All 3 athletes highlighted above would satisfy Scottish representative qualification (via residency) within a period of 9 months (i.e. by 30 September 2017).
- 8 Following discussions with the Chairman and against the background of the 'transitional' period of BJA selections/required relocation to the BJA Centre of Excellence , it was proposed that the Board approve a one-off,

extraordinary extension to the NS programme by extending an invitation to the above 3 athletes to join the NS programme. In addition to fulfilling the majority of the generic selection criteria, the athletes concerned would also require to meet the 'Programme Expectations of Athletes' (as contained within the NS Selection Policy) and specifically:

- 8.1 Committing to a *minimum* attendance at JS National Randori sessions at the JS National Training Centre (Ratho) - currently 4 sessions per calendar month.
- 8.2 Signing and adhering to the levels of behaviour and conduct outlined in the NSP Player Agreement.
- 8.3 Being available to compete, for Scotland (as and when the individual achieves representative qualification via residency) in the following competitions:
  - 8.3.1 National Team Championships (if selected);
  - 8.3.2 British Championships (if qualified) and;
  - 8.3.3 Commonwealth Games (if selected).

9 The Board approved the extraordinary addendum to the NS selection criteria for 2017.

NHPC left the meeting

## Leadership and Governance

### Minutes of the Previous Meeting

- 10 Minutes for the meeting 2016/7 (Closed meeting of the Board) were proposed by JMB and seconded by SC.
- 11 Minutes for the meeting 2016/8 (Open meeting of the Board with Honorary Officers) were proposed by JMB and seconded by SC.

### Matters Arising

- 12 The CEO circulated an updated 'rolling actions' log to Board members. It was noted that outstanding actions were related to feedback from the session that EC conducted with the Board in December 2016 and the related aspect of identifying training needs and development for Board members. It was proposed that later agenda items that evening may assist in these areas.

### Correspondence

- 13 The CEO referred to an item of emailed communication relating to a request for a 'recreational membership' category.
- 14 The Board felt that they did not have enough information to reach a decision that evening and asked that the matter be rolled over to the next Board meeting (March 2017).

### CEO Update (2017/1/1)

- 15 The CEO referred to a previously circulated update paper (2017/1/1).

#### KPMG Corporate Governance audit (December 2016)

- 16 The CEO thanked the Chairman and Treasurer for meeting with the KPMG auditor as part of the sportscotland corporate governance audit visit in 2016. The draft KPMG report was contained within the Board resource pack and was an agenda item later in the meeting.

#### Rio Reception

- 17 The CEO thanked those Board members that were able to attend the 'Rio Reception' for Sally Conway and Sam Ingram in December 2016. Feedback from this event had been very positive.

#### Office Heating

- 18 The CEO also wished to publicly thank the JS staff for their stoicism in returning to the office for the start of 2017 to find that the office had no heating. This was eventually fixed on 19<sup>th</sup> January.

#### BJA Affiliation

- 19 The CEO updated the Board with regards to some significant challenges being experienced with the BJA/JS Club affiliation for 2017. JS had been seeking clarification on a number of issues on behalf of our member Clubs for most of 2016. These relatively substantive questions had yet to be answered to any extent.

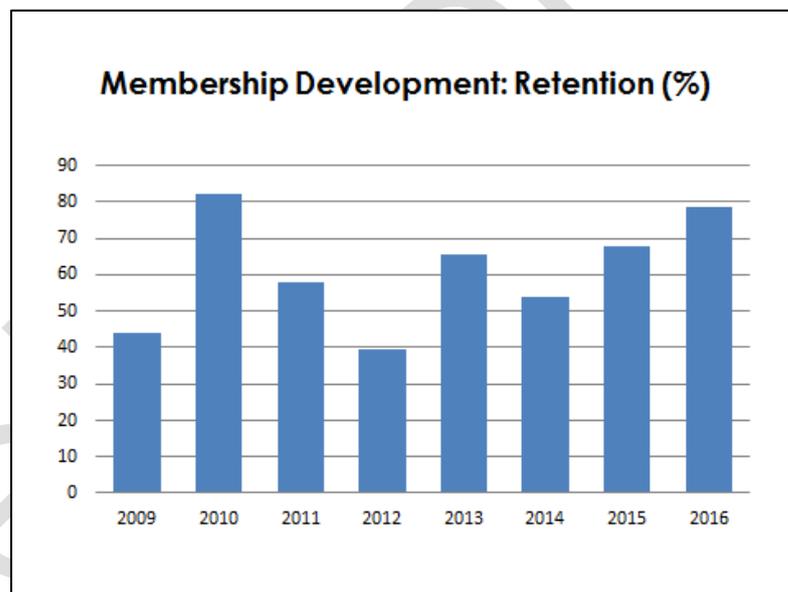
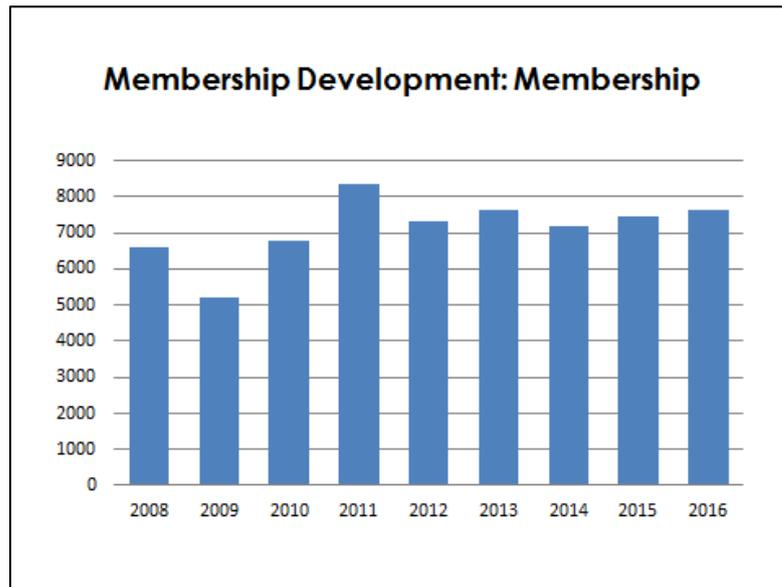
- 20 The CEO also relayed the significant delay in receiving Club affiliation forms from BJA and therefore the consequent delay in forwarding these to member Clubs, when compared to previous years. The CEO proposed the view that this disadvantaged JS member Clubs, in that – technically – they should be in membership of JS as at 1 January in each calendar year. There were certainly potential implications for the forthcoming BJA Extraordinary General Meeting (EGM), where JS member Clubs may not be able to vote due to not being in membership of JS/BJA as at 1 January 2017. The CEO proposed that the Board 'relax' the joining date for JS member Clubs to Tuesday 28 February. The Board unanimously agreed to this extension.

#### Child Protection

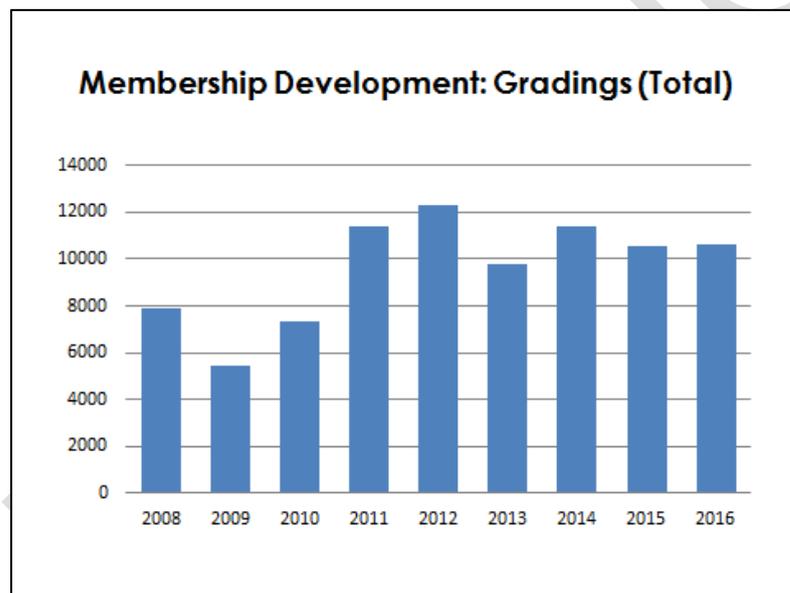
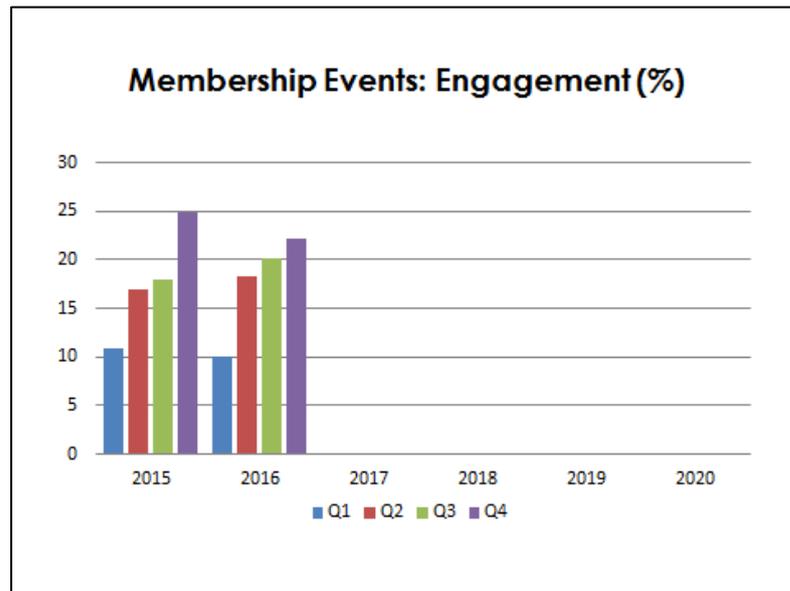
- 21 The CEO updated the Board with regards to the current media coverage relating to the historical child abuse within Football. It was further outlined that JS had positively responded to a request for child protection-related information from sportscotland, who were collating sport-wide information from across Scotland with regards to child protection practices.

#### Corporate Review: Fourth Quarter

- 22 The CEO distributed the quarterly overview resource packs covering the period October to December 2016 (fourth quarter).
- 23 The CEO used a number of PowerPoint slides to present the current position of the Company at 31 December 2016 to the Board, including the following:



MP joined the meeting.



24 The CEO provided a further overview of JS current performance, against known information for other Home Nation Judo Governing Bodies.

#### **KPMG Corporate Governance Audit**

25 The CEO introduced the draft report from KPMG, following their corporate governance audit conducted on behalf of sportscotland, in December 2016. GC believed that the report was generally positive, with any substantive issues contained in the report actually having been raised with the auditor, following previous discussion at Board. EC believed that there was nothing of significant concern contained in the report and the majority of the recommendations appeared to be relatively minor, should the Board wish to accept/implement these.

26 GC proposed that the Corporate Governance Working Group (CGWG) consider the report and formulate a management response. This would be reported to the Board at its next meeting.

#### **Resignation of Mr Gardiner**

27 The Chair referred to the email sent by Peter Gardiner (PG) following the last Board meeting, intimating his resignation from the Board.

28 Following this communication from PG, both the Chair and MP had spoken with him - independently of one another - to ascertain whether he would reconsider his position. Both the Chair and MP came away from those respective conversations believing that there was nothing specific in the resignation of PG, other than PG wishing to pursue other areas. The Chair wished to place on record his appreciation of the time that PG had spent on the Board and that the Chair had valued his contribution.

29 The Chair then reflected on the current cohort of the Board and the challenges in either:

29.1 co-opting a suitable replacement as per the JS Articles of Association (Articles) or;

29.2 not immediately replacing the Board position vacated by PG and looking to recruit via the 2017 Annual General meeting (AGM).

30 After taking guidance from the Articles with regard to co-opting, the Board agreed to look to co-opt a Director following its next Board meeting in March.

**Board Member: Skills Analysis (2017/1/2)**

31 The CEO referred back to the contents of the KPMG draft report and also the previously agreed proposal by the Board to recruit two (2) non-executive directors. One recommendation contained within the draft KPMG report was to conduct a skills analysis of the current Board, with a view to this informing area(s) of 'complementary skills' that the Board may wish to seek when recruiting the two proposed independent non-executive posts.

32 To assist this process, the CEO requested that individual Board members complete the Skills Audit contained within the Board meeting resource pack and return to him prior to 14 February. An overview of the responses received would then be presented to the Board for its consideration at the March 2017 meeting.

**Revised Sub-Board Working Groups (2017/1/3)**

33 The Chair introduced a Paper relating to the proposed, streamlined three (3) Working Groups (WG). It was proposed for each group to determine their Terms of Reference (ToR) in association with the CEO and for these to be agreed at the March 2017 Board meeting.

34 SC enquired as to potential WG membership from outside the Sport of Judo and that – further to a previous Board Paper – there was no perceived issue with this. The Chair wished to confirm that current Board members were comfortable in remaining within the broad areas of interest that they had identified previously, including:

34.1 Chairman: Corporate Governance Working Group; Performance Development;

34.2 Treasurer: Corporate Governance Working Group;

34.3 Sarah Clark: Performance Development;

34.4 James McBeath: Business Delivery (Participation);

34.5 Marc Preston: Business Delivery (Participation);

34.6 Robert Sneddon: Business Delivery (Participation).

35 JMB, MP and RS would liaise and inform the CEO as to the designated Chair for the Business Delivery (Participation) WG, out of the 3 of them.

**Board Member 'Annual Conversation' with Chairman**

36 The Chair reinforced the agreement reached at the last Board meeting over commencing the 'annual conversations' between the Chair and individual Board members. To this end, he would be contacting Board members in the near future to identify a suitable date to meet.

**British Judo Association**

37 The Chair highlighted the current work being undertaken by BJA in preparing for its forthcoming Extraordinary General meeting (EGM). The current consultative workshops had averaged around 16 attendees per event.

38 The Chair reflected that there was some potential significant challenges for future financial support from UK Sport (UKS), should the proposed corporate governance proposals not be adopted – in particular the possibly 'thorny' issue of 'appointing' a BJA Chair – in order to become compliant with the new UKS Code of Governance.

39 There followed some wide ranging discussion on potential support that JS could offer to BJA to ensure that the corporate governance proposals were adopted. It was agreed that the Chair would request that the BJA CEO forward (to the JS CEO) a draft of a letter being sent to member Clubs by BJA on 16 February 2017. The (JS) CEO would then circulate this communication around the Board for its consideration on what (if any) support JS could provide by way of informing JS Clubs.

**Business Delivery**

**Child Protection: J. Weir**

40 GC updated the Board with regards to the recent Disciplinary Panel (the Panel) convened to investigate and reach a determination with regard to the conduct of Mr John Weir, a Life Member of JS.

41 The Panel had been convened to review and consider whether the recent conviction of Mr Weir on six historic charges was: "detrimental to the interests of the Sport" and/or; "bringing the Sport into disrepute". The Panel had comprised GC as the Panel Chair, a JS Honorary Vice-President and also the BJA Child Protection Officer.

42 Following consideration of the evidence available to the Panel, it unanimously agreed that the action(s) of Mr Weir were "detrimental to the interests of the Sport" and to remove his Life Membership of JudoScotland on a permanent basis and with immediate effect. Arising out of the JS Panel meeting, the BJA had also permanently suspended Mr Weir's BJA Officials qualifications.

**Financial Procedures Manual (Review)**

43 GC introduced the updated, draft Financial Procedures Manual (2017/1), circulated previously with the Board papers.

44 Based on the feedback received in the draft KPMG audit, the actual financial processes remained the same, but some modest changes had been made to sign-off levels – primarily at the lower levels. The CEO supported the overview

provided by GC and highlighted that the modest changes were merely a pragmatic response to the delivery of JS services to clients/customers. The Board approved the revised Financial Procedures Manual (2017/1).

#### **Digital Platforms**

- 45 The Chair reflected on the current positive JS financial position and the factors that may impact on this moving forward over the next few years. There was the potential for JS to experience a less positive financial position (in terms of sportscotland investment) in the future.
- 46 With this as a backdrop, the Chair was keen that the Board look at the previously approved budget and areas of potential savings/mutual working with other organisations moving forward to assist in prudent financial management. BJA had recently submitted a proposal to sportengland to enhance their digital presence and were currently awaiting feedback regarding any investment decision. One area that this could impact upon was the current provision of 'Koka Kids' (KK) to under 12 members.
- 47 There were a range of views expressed around the KK provision from a variety of perspectives ranging from:
- 47.1 KK content;
  - 47.2 KK format (i.e. printed), and;
  - 47.3 Financial.
- 48 The Chair believed that there was the possibility of sharing a revised digital communication (with members) in conjunction with BJA. The Chair was also clear that – should this be adopted – that it would not entail the accession of content/control to BJA.

#### **Date of Next Board Meeting**

- 49 The next scheduled meeting of the Board is due to take place on Tuesday 14 March 2017.

*Meeting closed at 2045 hours.*