

JudoScotland Board Minutes

20 March 2018

Ref. 2018/2



Notes of the Closed Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 20 March 2018, commencing at 1830 hours.

Present: Ronnie Saez (Chair); Graham Campbell (GC); David Gibson (DG); James McBeath (JMB); Marc Preston (MP).

Apologies: Sarah Clark (SC); Susan Wright (SW); Ewen Cameron (sportsotland).

In Attendance: Douglas Bryce (CEO)

Welcome and Apologies

- 1 The Chair welcomed those in attendance and noted the apologies received from S and SW. The Chair also highlighted that he had received a message from DG that he was running slightly late due to traffic.
- 2 Taking the above into consideration, the Chair advised that the meeting was not quorate until DG arrived. The Chair proposed that the meeting commence and that it could revisit any decisions that required to be reached once DG joined the meeting.

1835 hours DG joined the meeting.

Declarations of Interest

- 3 There were no declarations of interest.

Leadership and Governance

Minutes of the Previous Meeting

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- 4 These were proposed by JMB and seconded by GC.

Matters Arising

- 5 The CEO referred to the previously circulated 'Rolling Actions Register' and provided an update against this document.
- 6 The Board noted a number of action points having been completed.

Grand Prix Re-Tender

- 7 Following the decision to go back out to tender for the vacant Grand Prix (GP) event, the CEO reported that no tender had been received by the stipulated closing date.
- 8 JMB reported that English coaches that he had spoken to think that the GP concept and events are fantastic. The Chair agreed and also believed that the GP structure supported the development of competition officials and was therefore a key aspect of the JS athlete, coach and official pathway.
- 9 The Chair believed that moving forward, there was a very real possibility of GP organisers possibly being asked to tender for both a GP event, as well as a developmental event in each calendar year. He believed that this would dovetail with the current joint development work being conducted by Head of Business Delivery (HBD) and National High Performance Coach (NHPC).
- 10 JMB thought it appropriate that JS look to stage an event against the background of no tender having been received – but perhaps go out again to tender towards the end of 2018 (September/October)

Correspondence

Club Application for Membership

- 11 MP wished the meeting to note a potential conflict of interest for him with regards to one of the Clubs being proposed for JS membership.
- 12 The following Club applications were approved by the Board:
 - 12.1 Destination Judo @ Greenrigg;
 - 12.2 Ultimate Judo – ISA.

Mrs Amanda Chapman/Sportif Judo

- 13 The Chair tabled an item of correspondence that had been received from a Mrs Amanda Chapman, with respect to an alleged incident within the Sportif Judo Club. It was noted that:
 - 13.1 The individual that had sustained the injury was not and have never been a member of JS and that;

13.2 The correspondence offered an opinion – however there was no evidence of corroboration at this stage.

14 The Chair believed that although the correspondence was directed towards a specific coach of a JS member Club, there was a potential reputation risk for JudoScotland. DG asked whether the Club was in membership of JS, to which the CEO replied that it was.

15 MP was concerned over the individual not being a member of JS and reflected that after the initial four sessions at the Club, the individual should have joined JS under the complimentary four month membership scheme.

16 GC asked whether the Club utilised the JS grading system and expressed some significant concern around risk and insurance position of the individual, coach and Club.

17 MP believed that the letter outlined poor working practice.

CEO Update

18 The CEO referred to the previously circulated Update Paper (2018/1/1).

Staffing

19 The CEO wished to congratulate Claire Fairley (& her husband) on the news that they were expecting twins. This news would obviously have an impact on staffing arrangements moving forward in 2018.

Recruitment

20 The recent round of recruitment had been partially successful, with successful candidates identified for the vacant Communications and Marketing Executive (maternity cover) and Membership Events Executive posts. The recruitment process had been unsuccessful in terms of appointing a Business Support Team (BST) member.

21 With the unsuccessful BST recruitment process and the recent news with regards to Claire Fairley, JS would now be looking to advertise a one year, full-time BST post, to look to provide much needed cover and support in BST operations over the remainder of 2018 and into 2019.

Office Closure: Winter Weather

22 Along with other businesses within Scotland, the recent winter storm had had a negative impact on JS and its delivery ability. Wherever possible, decisions regarding JS events had been made at the earliest possible juncture and communicated to those affected.

Draft Accounts for 2017

23 GC introduced the annual accounts for 2017, which had been circulated within the Board meeting resource pack.

24 Although the Board had originally approved a deficit budget for 2017, the draft accounts highlighted a greater deficit for the year than originally anticipated and GC highlighted the reasons behind this.

25 In particular, a reduction in investment from sportscotland had had a significant effect, although the introduction of the initial, complimentary JS membership scheme had also contributed significantly to the bottom line.

26 The Chair recollected that when the Board had approved both the initial, complimentary membership scheme and the draft budget for 2017, that it had done so on the basis that any cost to the organisation in terms of implementing the new complimentary membership scheme, was very much an investment for the organisation moving forward.

27 GC invited any questions from Board members with regards to the accounts

28 JMB queried the list of Directors and whether the date of appointment of DG should be included in the list of Directors.

29 The accounts were proposed by JMB, seconded by DG and unanimously approved by the Board. It should also be noted that SC had previously submitted - via email - her approval of the annual accounts.

30 Accepting that the accounts demonstrated a deficit for the trading year, the CEO wished to place on record his thanks and significant appreciation to the professional staff for their financial prudence throughout 2017. Taking the original draft (deficit) budget approved by the Board for 2017 and subsequently factoring in some of the financial challenges highlighted by GC earlier in his report, the potential for a deficit extending to circa £70k, could have been a very real possibility.

sportscotland Investment & 2018 Budget

31 Following on from the annual accounts conversation, the CEO referred back to his update provided earlier in the meeting and in particular the intimated level of financial investment for the (sportscotland investment year) 2018/2019.

32 The CEO also wished to provide comfort to Board members in that the draft figure(s) received from sportscotland with regards to future investment were aligned with the planning figure(s) used in the budget for 2018 and previously approved by the Board.

General Data Protection Regulation (GDPR)

33 The CEO introduced the GDPR 'Privacy Notice' paper (2018/2/2).

34 The (potentially) high impact on the organisation was highlighted, due to the imminent introduction of the GDPR regulations and the potential levels of financial penalties if found guilty of a breach of these regulations by the Information Commissioners Office (ICO).

Briefing Paper

- 35 By way of an introduction, a briefing paper prepared by Harper Macleod LLP was introduced to the Board. This provided a reasonably concise summary of the GDPR regulations, implementation and broad requirements of JS.
- 36 The Board formally noted the sportscotland/Harper Macleod GDPR briefing paper.

Privacy Notice

- 37 The CEO referred to the draft Privacy Notice circulated as part of the Board resource pack.
- 38 With thanks extended to sportscotland for organising the event, the CEO had met with a representative of Harper Macleod the previous day in order to specifically go through and discuss the draft JS Privacy Statement.
- 39 Although there was much positive feedback with regards to the draft document at that meeting, there were some minor alterations that the lawyer had suggested JS take on board. An updated document was circulated to the meeting and the CEO highlighted the specific alterations made to the previously distributed draft document.
- 40 The Board approved the tabled JudoScotland 'Privacy Notice', with one specific amendment on point 23 (line one), where the word 'age' would be replaced with the word "age-band". It should also be noted that SC had previously submitted - via email - her approval of the draft Privacy Notice.
- 41 It was recognised by all those present that there was still some significant work to be achieved prior to the GDPR implementation date, not least some training and development for the professional staff.
- 42 The CEO highlighted that it may be prudent for the Board to consider at a future date:
- 42.1 the appointment of a Data Protection Officer (DPO) and;
 - 42.2 the provision of information and/or potential training to JS member Clubs.

Business Delivery**Business Delivery Update**

- 43 The Board noted the Update Paper.

Grand Prix Re-tender Process

- 44 This item was covered under the 'Rolling Actions' earlier in the meeting.

Revised Membership Costs

- 45 Some general discussion ensued around the previous review periods of both membership and grading prices.
- 46 This item was rolled over to the May Board meeting.

Business Support**Business Support Update**

- 47 The Board noted the Update Paper.

Recruitment Update

- 48 This item was covered under the CEO Update section of the meeting.

Performance Development**Performance Delivery Update**

- 49 The Board noted the Update Paper.

British Judo Association

- 50 The Chair reflected on a meeting between the BJA and the Minister for Sport (England) earlier in the month, where the Minister had been very complimentary with regards to the sports governance demonstrated by BJA.
- 51 Much of this meeting had focussed on safeguarding systems currently operational within BJA – which the Minister had been very impressed with. BJA had referenced the challenges generally within the martial arts community and the role that BJA played. At the heart of this was a desire by all parties to introduce and enforce minimum operating standards for safeguarding – particularly within what might be referred to as 'private' or 'commercial' operators, primarily within England.
- 52 MP observed that over the last 12-18 months that an increased number of individuals/bodies wanted to work with the BJA and BJA programmes.
- 53 The Chair noted the recent success at the Paris Grand Slam tournament and referred to a recent meeting with Marius Vizer, President of the International Judo Federation (IJF).

AOCB

- 54 The Chair recognised that 2 Board members wished to raise topics not on the agenda and offered the opportunity to consider additional items of business.

JS Branding

55 DG was seeking guidance on use of the JS branding/logo by Clubs.

56 The CEO highlighted that the JudoScotland logo had been 'trademarked' and that there were no agreements currently in place for any business/organisation (including any member Club) to use the logo. The CEO was keen that the issue raised by DG be looked at more holistically and that some form of 'Member Club-specific log' – potentially with a specific membership year included be investigated.

57 If linked with annual Club membership, this had the opportunity of displaying to parents and members etc. an element of quality assurance linked with the receipt/use of the log – i.e. that the Club (through its annual membership) had been checked for certain criteria, including current and valid coach and a trained, appointed welfare officer in place.

Technical Officials

58 JMB reflected his concern over the apparent decline of Officials attending events.

59 JMB also reflected over the last 18-24 months and the attempts to offer Officials training courses on firstly a national basis and then over the last 12 months or so, on a more regional/local basis. JMB highlighted that he was unaware of who the regional representative was. JMB had contacted Keith Merrick at BJA, who was willing to assist.

60 The Chair noted that the most appropriate avenue for moving this forward would be for JMB to contact Paul McGuinness and/or Tony Penfold.

61 The Chair also updated the Board around some personnel changes within the relevant BJA Commission that may be able to assist JS moving forward.

Date of Next Board Meeting

62 The next Board meeting would take place on 8 May 2018.

Meeting closed at 2030 hours.