

## JudoScotland Board Minutes

8 May 2018

Ref. 2018/3



**Notes of the Closed Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 8 May 2018, commencing at 1830 hours.**

Present: Ronnie Saez (Chair); Graham Campbell (GC); Sarah Clark (SC); David Gibson (DG); Marc Preston (MP); Susan Wright (SW).

Apologies: James McBeath (JMB);

In Attendance: Douglas Bryce (CEO); Tony Penfold (TP); Ewen Cameron (sportsotland).

### Welcome and Apologies

1 The Chair welcomed those in attendance and noted the apologies received from JMB.

### Declarations of Interest

2 MP and DG declared an interest in items under 'Correspondence' (new Club applications).

### Leadership and Governance

#### Minutes of the Previous Meeting

##### Board Minutes: 2018/2

3 These were proposed by MP and seconded by GC.

#### Matters Arising

4 The CEO referred to the previously circulated 'Rolling Actions Register' and provided an update against this document.

##### Grand Prix Re-Tender

5 TP confirmed that a provisional booking had been made at Wishaw Sports Centre. With the reduced run-in time to the event, there was an extremely limited choice of prospective dates. The new Membership Events Executive (MEE) was currently confirming that a 4 mat area, seating and other Grand Prix tender stipulations could be met at the facility.

##### 2017 AGM/NJA

6 The Chair reported on a recent telephone conversation earlier that day with Mr Robert Sneddon, who confirmed his desire to step down as a Director of the National Judo Academy (NJA). GC – as NJA Company Secretary – noted the decision of Mr Sneddon to retire from the NJA Board and requested that the CEO action the removal of Mr Sneddon as a Director of the Company (NJA) with Companies House.

##### Chairman: Annual Conversations

7 The Chair confirmed that he was looking to complete these prior to the 2018 European Veteran's Tournament in June.

##### Ethics Statement

8 Following discussions at the previous Board meeting, MP queried whether JS should create a 'Code of Ethics' (or similar) for member Clubs. The Chair reflected on the legal validity of such a document, but certainly believed that some form of guidance document or 'Statement of Good Practice', incorporating some form of code of behaviour could be beneficial.

##### Affiliated Club Logo

9 DG offered a brief background overview to the paper prepared by the Communications and Marketing Executive (CME).

10 DG raised concerns over agreeing a logo with a specific date as this could prove costly for Clubs in terms of having to change/update printed material. SW appreciated the point made, but queried what happened if a Club did not renew their membership in a particular year? RS liked the proposed affiliated Club logo and although sympathetic, was keen for a specific year on the logo to try and facilitate Clubs renewing membership punctually.

11 The CEO alluded to the date providing an element of quality assurance for parents/guardians, in that for a Club to get an affiliated logo – with a specific year on it – meant that the Club:

11.1 Was in membership of JS;

11.2 That the qualification(s) of its named coaches had been verified and;

11.3 Had a named child welfare/protection officer.

- 12 MP appreciated the various views proposed and was keen on the potential quality assurance aspect of the logo use.
- 13 The Board agreed to allow Clubs to use a JS 'Affiliated Club' logo in the following manner:
- 13.1 A 'dated' (year) logo for use on Club website(s) and electronic communication(s);
- 13.2 An 'undated' (year) logo for printed material – flyers etc;
- 13.3 No JS logo (of any description) to be utilised on clothing.
- 14 The Chair noted that the JS logo has been 'trademarked' and requested that should a Club be found to be contravening the logo guidance/permissions, that a letter be sent to them in the first instance, prior to more formal action being taken if required.

## Correspondence

### Club Application(s) for Membership

- 15 The following Club applications were noted by the Board, following electronic approval previously:
- 15.1 Randori: Newtongrange;
- 15.2 Randori: Clovenstone;
- 15.3 Destination Judo: Grangemouth;
- 15.4 Infin8Judo: Penicuik.

### BJA Correspondence (6<sup>th</sup> Dan)

- 16 GC referred to a letter circulated within the Board papers that he had received from BJA, with regard to the 6<sup>th</sup> Dan application process. In essence, the letter received from BJA looked to clarify the procedure around higher grade considerations and awards.
- 17 MP confirmed that he had spoken with Mr Dave Horton-Jones (DHJ) at the BJA over the matter, however his recollection differentiated somewhat from the sentiments expressed within the letter received. In reality, the JS High Grades Working group looked to assist both the individual applicant, in addition to the BJA, in recognising individuals appropriate to be receiving a high grade.
- 18 MP confirmed that he would go back to DHJ and further reinforce the positive aspects that the JS High Grades Working group brought to all parties, with a view to keeping the status quo.

## CEO Update

- 19 The CEO referred to the previously circulated Update Paper (2018/3/1).

### Staffing

- 20 In addition to the content of the Update Paper, the CEO was delighted to inform the Board that Rosanna Wood (Communications and Marketing Executive) and her husband had become parents over the previous weekend. That left the birth of twins and a wedding to look forward to before the end of the year.
- 21 With regards to staffing, the CEO noted the commencement with JS of Sarah Brady (Communications and Marketing Executive) and Jo Imrie (Membership Events Executive) on 26 March 2018. Following a recent recruitment process, Miss Nicola Hogg would be commencing work within the Business Support Team (BST), on an initial one year contract, on Monday 4 June.

### EJU Award

- 22 The CEO also thanked the Chairman (in his BJA guise) for collecting an EJU award for the "Best Education Event for 2017" at the recent European Judo Championships. This award related to the 2017 JS 'Gathering' event in September 2017.

### sportscotland Investment

- 23 The CEO asked the Board to note that the sportscotland investment had been received earlier that day for the 2018-2019 investment year.

### Companies Act

- 24 In terms of ensuring that Directors discharged their duties under the Companies Act, the CEO asked Board members to note that:
- 25 The annual 'Confirmation Statement' (formerly the 'Annual return') had been submitted and accepted by Companies house on 9 April 2018. As part of this submission process, the CEO reminded the board that JS celebrated being thirty years as a limited company on 30 August 2018.
- 26 The annual accounts had also been submitted to Companies House by the accountant and a copy also forwarded to the sportscotland Partnership Manager, as per the conditions of sportscotland investment for 2017/2018.

### Scottish Sports Association (SSA)

- 27 The CEO updated the Board with regards to the current interim suspension of SSA membership and the reasons behind this. The Chair queried the relationship between the SSA and sportscotland and EC confirmed that sportscotland were no longer investing in the SSA.

## Edinburgh Leisure Lease

28 After having signed the lease for the current premises in September 2017, JS had still not been furnished with a signed lease by Edinburgh Leisure's lawyers. The CEO and our own legal advisers had been chasing this.

#### sportscotland Partnership Manager

29 The CEO advised the Board that due to some internal restructuring within sportscotland, EC would be leaving his role as Partnership Manager for Judo. It was anticipated that any move would occur around July 2018 and that EC would be replaced by Mr Sandy Hodge.

#### sportscotland Investment: 2018/2019

30 The CEO referred to the formal 'Offer of Investment' letter received from sportscotland and distributed prior to the Board meeting. In particular, the CEO asked the Board to note the annual targets and specific conditions of investment (Appendix 3) and in particular:

- 30.1 Achieving the Intermediate level of the 'Equality Standard for Sport';
- 30.2 Demonstrating progress towards meeting the requirements of the 'Standards for Child Wellbeing and protection in Sport' and;
- 30.3 Gaining compliance with GDPR legislation.

31 The CEO highlighted that some of these topics may well involve a verification visit or interview by an external body as part of any assessment programme. Board members may well be invited to attend and input into any such assessments.

#### Corporate Overview: Q1/2018

32 The CEO provided an update across the organisation at the end of the first quarter (31 March 2018). Notable aspects of the first quarter included:

- 32.1 The best Q1 for JS in terms of renewing members, with an increase of 5.07% against Q1/2017;
- 32.2 Q1 Gradings reflected an increase of 15.45% when compared to the same period in 2017;
- 32.3 Grading by individual grade reflected increases (against Q1/2017) of: Kai - 7.85%; Mon - 16.22%; Kyu - 78.12%; Dan - 100%.

Area	'08/'09*	2015*	2016*	Q1/2017	Q1/2018	+/-
Membership	5,853	7,457	7,619	7,642	8,802	15.17%
Market Share	0.1105%	0.1408%	0.1411%	0.1414%	0.1622%**	0.021%
Retention	43.92%	67.68%	78.65%	31.04%	28.59%	2.45%
Engagement	n/a	n/a	22.17%	12.67%	4.87%	0%
Gradings	5,461	10,550	10,606	2,660	3,071	15.45%
Turnover	£448,907	£938,126	£1,088,650	£255,468	£274,434	7.42%
Reserves	£81,361	£227,456	£228,024	£228,024	£209,212	8.25%

\*Full Year  
 \*\*Revised Scottish population statistics of 5,424,000 (30 June 2017)



33 Although the percentage figure for retention (Q1/2018) had reduced from the same point in 2017, the CEO asked the Board to note that this was actually a smaller percentage figure of a larger overall membership and in fact JS had seen an increase in 144 members renewing in Q1/2018, as against Q1/2017.

34 The CEO also reminded Board members that 2017 was the first full year of operation of the new grading incentive scheme adopted by JS. Over 2017, this had resulted in:

- 34.1 £14,770.37 (or 1.47% of turnover) being distributed;
- 34.2 To 59 separate member Clubs and had;
- 34.3 Realised a range of incentive payments from £1.91 through to £2,224.04.

#### General Data Protection Regulation

35 The CEO introduced an update to current activity around the introduction/implementation of the General data Protection Regulation (GDPR).

36 As a starting point, the CEO reminded Board members that JS already adhered to the Data Protection Act currently in force and that the general view being taken was one of a journey of 'migration' towards GDPR compliance, rather than from a starting point where nothing was currently in place.

- 37 The CEO referred to the previously agreed Privacy Notice (for Members) that had been approved by the Board at its meeting on 26 March 2018. This had now been updated with comments received, formatted and placed on the JS website on 1<sup>st</sup> May 2018.
- 38 Following the posting of the document on the website, it had been emailed to all members by Saturday 5 May. The new (maternity cover) Communications and Marketing Executive (Sarah Brady) was monitoring the delivery of these emails and would be sending hard copies to any member, where we had received a 'bounce back' to our initial email.
- 39 The CEO outlined the broad requirements that the GDPR placed upon JS and the purpose behind the Privacy Notices.
- 40 As the information collected from JS employees was different to that information collected from members, JS were also required to develop a Privacy Notice for employees. The CEO introduced the Privacy Notice (Employees) that had been previously circulated within the Board resource pack.
- 41 The Board approved the Privacy Notice (Employees).
- 42 The CEO reflected that there were additional requirements that the GDPR placed upon JS (and other organisations) when personal information was shared 'outside of JS'. This led to the CEO introducing draft, working documentation to the Board that would assist JS in being GDPR compliant when sharing information.
- 43 In essence, JS was looking to take a 'twin-track' approach to this and was looking to develop documentation for sharing personal information (data) with:
- 43.1 'Corporate' Bodies – i.e. British Judo; sportscotland; Azolve (database provider) and;
- 43.2 Individual Judo Persons – i.e. Grand Prix organiser; 'Event' Officials; Course Tutors.
- 44 The CEO recognised that the GDPR process/migration did pose some language challenges and highlighted some broad definitions and potential (JS) examples to assist Board members in deciphering some of the content presented.

<b>The Language of GDPR:</b>		
<b>Terminology</b>	<b>Definition</b>	<b>Example</b>
Data Subject	The person who the personal data related to	<ul style="list-style-type: none"> <li>• JS Member</li> <li>• JS Employee</li> </ul>
Data Controller	The person who determines the purpose for and manner in which personal data is processed	<ul style="list-style-type: none"> <li>• JudoScotland</li> </ul>
Data Processor	Any person (other than an employee of a data controller) who processes personal data on behalf of the data controller	<ul style="list-style-type: none"> <li>• Grand Prix Organisers?</li> <li>• Event Officials?</li> <li>• Tutors?</li> <li>• BJA?</li> <li>• sportscotland?</li> <li>• s/scot Institute?</li> </ul>
Process / Processing	Any activity that involves the use of personal data (i.e. collecting, storing, organising, amending, deleting)	<ul style="list-style-type: none"> <li>• Memberships</li> <li>• Gradings</li> <li>• JS Events?</li> <li>• JS Payroll?</li> </ul>

### **Annual General Meeting 2018**

- 45 The CEO introduced the Information Paper around the lead-in to the 2018 annual general meeting (AGM) and asked the Board to note an incorrect date in the Paper pointed out by DG prior to the meeting.
- 46 In connection with the current Articles of Association (Articles), the CEO asked the meeting to note that the two individuals requiring to re-stand/retire at the forthcoming AGM were: GC (Treasurer) and; DG.

### **Business Support**

#### **Business Support Update**

- 47 The Board noted the Business Support Update Paper.

### **Business Delivery**

#### **Business Delivery Update**

- 48 The Board noted the Business Deliver Update Paper.
- 49 TP highlighted an additional item to add to the update provided, whereby TP and SW would be attending a revised BJA Commission (which was replacing the previous National Technical Officials Commission [NTOC]). The Chair provided some background to the changes to this particular BJA Commission and highlighted the desire to enthuse the workforce and produce a much more collaborative, productive relationship between Officials and Referees.
- 50 The Chair also offered his congratulations to TP, the Business Delivery Team and wider support staff on the receipt of an award from the EJU for the "Best Education Seminar" in 2017.

### **Membership Costs: Review**

- 51 The CEO referred back to informal conversations at the last Board meeting (March 2018) and introduced the Discussion Paper around membership and gradings costs across Home Nation Governing Bodies. (HNGB).
- 52 The Chair noted the 'cost-effectiveness' of the current JS pricing structure and compared it to a known external body (British Amateur Weightlifting Association), where younger members (under 10) had an annual membership fee of £40 and an entry of £20 per competition.
- 53 MP agreed that on the information provided, JS was particularly cost-effective for its members – when compared to other HNGB. MP also noted that JS was the only body offering multiple membership discounts, which he believed in a Club context was very appealing. Accepting this and also comparing prices across the United Kingdom, MP believed that there was some room for increasing the current membership pricing structure.
- 54 As an aside, the Chair referred to the current BJA Kai system operated by BJA, with a set membership fee (£22) and free gradings thereafter.
- 55 Following some significant discussion around comparative fees charged across HNGB, the Board agreed that from 1<sup>st</sup> August 2018, the following membership fees would apply:

Membership	Current Fees	Fees from 1 <sup>st</sup> August 2018	Variance
Under 8	£15.00	£15.00	0%
Junior	£22.00	£24.00	+9.09%
Senior	£32.00	£36.00	+12.5%

#### Child Protection Standards – Update

- 56 TP referred to the update provided by the CEO earlier in the meeting with regards to the sportscotland investment agreement and in particular the conditions around the 'Standards for Child Wellbeing and Protection in Sport'.
- 57 TP provided a brief overview as to the requirement (under the sportscotland investment requirements) to migrate to meeting/fulfilling the new stands and the initial work that had been undertaken with the assistance of Children 1<sup>st</sup>. Initial feedback had been very positive and the results of an initial self-assessment exercise had resulted in JS being 82% compliant with the new standards already.

#### Performance Development

##### Performance Delivery Update

- 58 The Board noted the Performance Development Update Paper.

##### British Judo Association

- 59 The Chair reported that BJA were entering a very busy period for the organisation.

##### BJA Office Relocation

- 60 The BJA head office was moving to Loughborough (M6, Junction 10) and regrettably this would entail the loss of some staff that would not be relocating to the new office. Gary Henderson (Operations Director, BJA) had also decided to depart the organisation once the office move had been completed.

##### European Championships: 2018

- 61 The 2018 European Championships in Israel had been particularly successful for BJA – including sally Conway's silver medal. Five medals had been won in total. These results may indicate that a larger team may be selected to go to the World Championships.
- 62 The EJU inspection team had spent the last 2 days in Glasgow and had been very impressed with both the venue and organisation to date. Initial indications are that this could be a very large entry, with possibly >1,000 competitors.
- 63 The Chair highlighted that the BJA were looking to stage a BJA Board meeting alongside the event and were looking at the possibility of staging a social interaction following this for members of both the BJA and JS Boards.

#### AOCB

##### sportscotland Corporate Governance Conference

- 64 EC noted that the CEO had circulated previously information regarding this event to Board members. EC urged anyone with an interest to attend the event – which was free to attend.

##### sportscotland Review

- 65 EC also noted that JS would be invited by sportscotland to attend a review meeting towards the end of the year (October/November). A letter of invitation would be forwarded in the near future.

##### UK School Games

- 66 EC also enquired as to the view of JS on the current UK School Games event. In particular, whether it was deemed 'value-for-money' and/or was it part of the JS performance pathway?

67 The Chair responded that the event was viewed as being expensive – particularly when JS received no additional financial support to attend this specific event. Indeed the Youth Sport Trust (YST) had already been informed that Judo would not be participating in the 2018 event – specifically due to cost. Alternative programmes were currently being investigated.

**Date of Next Board Meeting**

68 The next Board meeting would take place on 26 June 2018.

*Meeting closed at 2042 hours.*

Web Version