

## JudoScotland Board Minutes:

2 December 2015

Ref. 2015/6



**Notes of the Meeting of the JudoScotland Board held at the Edinburgh International Climbing Arena (EICA), South Platt Hill, Ratho, Newbridge, Edinburgh, on 2 December 2015, commencing at 1830 hours.**

Present: Ronnie Saez (Chair); Sarah Clark (SC); Peter Gardiner (PG); James McBeath (JMB); Marc Preston (MP) Robert Sneddon (RS).

Apologies: Graham Campbell (GC).

In Attendance: Douglas Bryce (DB); Freda McInulty (FMcl); Tony Penfold (TP); Ewen Cameron (sportscotland).

### Welcome and Apologies

1 The Chair opened the meeting and noted the apologies received from Graham Campbell (GC). It was also noted that James McBeath (JMcb) – travelling from Aberdeen - was still en-route due to a serious incident affecting the Forth Road Bridge.

### Declarations of Interest

2 The Chair introduced a new element of corporate governance to Board proceedings with a standing agenda item permitting Board members to declare any interests relating to agenda items at the start of the meeting. This was in addition to the annual completion of the declaration of interest forms.

3 MP raised his involvement in a JS member Club (Destination Judo). The Chair proposed that such a declaration be acknowledged for every Board member.

### Leadership and Governance

#### Minutes of the Previous Meeting

4 Sarah Clark (SC) enquired regarding reference in the previous Minutes to lawyers going into administration. The CEO clarified that this referred to the JS lawyers pursuing the Lease and not Edinburgh Leisure. Following this clarification, the previous Minutes were approved.

#### Matters Arising

5 The CEO distributed an updated 'Rolling Actions Log' and updated the Board.

#### Single Use Carrier Bags Charge (Scotland) Regulations 2014

5.1 The Board noted the ongoing challenges in finding an appropriate replacement 'vehicle' for delivering grading certificates/badges that was also cost-effective (when compared to the current plastic bags). The Board approved the use of a charitable donation to meet the legal obligations of the company in the short term.

#### Correspondence for the Board

6 The CEO referred to previously circulated new Club applications form. The CEO wished to raise the fact that the applications contained the names of current members of JS staff. Although there was nothing contractually preventing these individuals from having interests in Clubs, he wished the Board to formally note this.

7 Robert Sneddon (RS) believed that this could be a growing problem moving forward. The Chair reflected that both professional staff and Board members (previous and current) had relationships and interests in member Clubs and that the issue was the proper and correct declaration of these interests and action(s) arising out of such a declaration. After consideration, the following new Clubs were approved for membership of JS: Active Judo (Craggs); Movement Park; and Active Judo (Forrester).

#### CEO Update

8 The CEO referred to the previously circulated update paper (2015/6/1). In particular, the CEO wished the Board to note that:

#### Club Membership

8.1 The CEO highlighted the number of Club affiliation papers (for 2016) received by the JS office to date – a significant improvement against previous years.

#### Future Investment

8.2 Within the CEO update, information had been provided with regard to the positive outcome for both UK Sport and sportengland in the recent government spending review process. Following informal conversation with sportscotland staff, the CEO wished to caution against any assumptions that may be made for a similar outcome in Scotland.

**Member: Mr Jim Longmuir**

- 8.3 The CEO wished to highlight the recent award presented to Jim Longmuir (JS member) by sportscotland at its recent Coaching, Officiating and Volunteering Award.

**Trading Year 2015**

- 8.4 The CEO also wished to take the opportunity to offer his thanks to both the Board and professional staff for their support and assistance throughout 2015. The Chair also wished to register his thanks to all staff for their work throughout 2015 in a continuing, challenging financial climate.

**Corporate Governance Working Group: Update**

- 9 In the absence of GC, the CEO introduced the previously circulated minutes from the recent meeting of the Corporate Governance Working Group (CGWG).

**Working Groups: Re-Establishment**

- 10 The CEO referred to a previous agreement by the Board to re-establish the sub-Board Working Groups. The Board approved the content of the paper 2015/6/2, including the Working Group structure and Board 'lead' for each group. The only addition being the viewing of the High Grades Working Group as a separate (ad-hoc) entity, rather than a sub-group of the Membership Development group.

**Job Descriptions (Board)**

- 11 The CEO referred back to the KPMG corporate governance audit and its recommendations and also the revision of the Articles of Association at the AGM, including the allowance of the recruitment of 'Independent' non-Executive Directors.
- 12 In order to advertise and recruit this position(s), JS would require to develop a job description. This had been done and a draft was tabled at the meeting. On this basis, a draft generic job description had also been developed for current non-Executive Directors. In order to ensure consistency, job description for the Chairman and Treasurer had also been updated and migrated to a similar style.
- 13 The first drafts of these had been presented to the CGWG at its recent meeting. The CEO was now looking for further feedback from Board members and proposed that this be forwarded prior to Christmas, so that final versions of the document could be presented to the Board at its next meeting for approval.

**Independent Director Recruitment**

- 14 The CEO would produce a recruitment timeline for the next Board meeting, when a draft job description would be signed off by the Board.

**Board Member Appraisal System**

- 15 The CEO again referred back to the KPMG corporate governance audit, its recommendations and the proposed forthcoming recruitment of an 'Independent' non-Executive Director(s). Integral to such an appointment would be the opportunity and process to evaluate the successful candidate(s) once they were in position. To this end it was proposed to introduce an appraisal system for the JS Board, to encompass both non-Executive and 'Independent Directors. This was approved.
- 16 Additionally arising out of the KPMG audit had been the development of a code of ethics/conduct for Board members, which would assist in any adopted appraisal system. Following on from initial discussions around a draft code at the previous CGWG, a second draft document had been included in the Board papers for consideration.

**2016 Budget**

- 17 The CEO introduced the draft budget for 2016 that had already passed through the CGWG. The CEO highlighted changes in the way that the budget had been prepared for the forthcoming year, including not recognising athlete contribution elements until these were actually received.
- 18 MP asked regarding the £18K expenditure against Directors expenses in the previous year's draft budget (2015). The CEO undertook to respond to MP with a breakdown of this against previous levels of expenditure. With no further questions, the budget for 2016 was approved.

**Annual General Meeting**

- 19 MP introduced the agenda item looking at the staging of the 2016 Annual General Meeting (AGM). Essentially MP was keen to explore how the organisation could get more people attending the AGM than in previous years. Ewen Cameron (EC) believed that as there was nothing contentious within the AGM, this probably led to a low turnout. This was repeated across a number of other sports. EC also believed that the AGM was actually staged very quickly – which in his view – was very good. A number of alternative scenarios were discussed and there was general support for the continuance of staging an AGM.

**British Judo Association (Update)**

- 20 The Chair referred to the positive news for BJA of increased funding for UK Sport from DCMS, combined with the continuation of funding for sportengland referred to earlier by the CEO. At the present time however there was some uncertainty where some of this additional resource may be directed – potentially to non-NGB sources.
- 21 The Chair asked the Board to note that the British Championships were scheduled to take place over the next two weekends – however potential Olympians would not be fighting due to current competition programme commitments.

## Business Delivery

### Member & Grading Review

#### Introductory/Sampling Membership

- 22 The Business Delivery Team Manager (BDTM) introduced a revised paper based on discussion and feedback at the last Board meeting.
- 23 Based on the content of the paper, MP felt that the introductory/'sampling' license should be 4 months in length and not 3 months. MP informed the board that he BJA were already piloting an initial 4 month membership option. This initial membership license would not include a grading. This would require upgrading to full membership status.
- 24 PG felt that a strong communications push would be required to assist the club coach in understanding the concept of 'sampling' as against 'full' membership and grading implications. The Board approved the 'sampling' membership period, subject to the proposed 3 month period being extended to 4 months.
- 25 Due to some previous disparities, the CEO took the opportunity to seek clarification as to the status of all parties when a grading was received to be processed by JudoScotland. The Board agreed that:
- 25.1 The individual should be an individual members of JS;
- 25.2 The Club should be in current membership of JS;
- 25.3 The club coach (assessor) should be in membership of JS and that their coaching qualification should be current and valid.

#### Student Membership

- 26 The BDTM outlined current work with Scottish Student Sport (SSS) and also highlighted the current provision for free JS memberships for volunteer officials attending a number of events. The Board also reflected on the current support to SSS judo-events provided by JS and the level of discount offered by other SGB's. On this basis, the Board decided not to expend a discount to students.

#### Family Membership

- 27 The BDTM outlined the current extent of discounts offered and also the rationale provided by members (parents) for aligning membership renewal dates. Some significant discussion took place around family memberships, categories and levels of discount offered against multiple family members. It was agreed to defer any decision until some further data regarding potential implications on member(s) could be generated.

#### Scottish Age Bands Review

- 28 PG wished to raise a number of issues arising out of the 2015 Scottish Age Band tournament. In particular PG referred to the duration of AA events and – acknowledging that the BJA intimated rules had been followed – believed that JS required to take a different view in respect of competitive experiences for developing youngsters.
- 29 The Chair believed that there had been a mistake made with the timing (duration) of the AA Band tournament – not necessarily with the implementation of the BJA rules – but rather the common-sense application of these within a Scottish context. PG also believed that referees had missed vital technical manoeuvres (including strangles) that had placed the safety of some competitors in doubt. In particular, PG had observed one referee and had picked up 11 very easy mistakes that should not have happened - including a bite to one competitor. In this instance the Referee in Charge had refused to inspect the injury received.
- 30 PG distributed an email that had previously been sent to Board members only that had originally been forwarded by him to the Education Executive previously. PG outlined that many of the issues at the Age Band competition had been highlighted within this item of correspondence. The BDTM outlined the previous and current work being conducted in the area of officiating – but also accepted that refereeing/officiating was not attractive to come into.
- 31 The Chair felt that we ought to recognise where JS is currently with regards to refereeing. JS has the option of working with volunteer officials from the north of England as a temporary measure, whilst JS looks to accd3elerate new volunteers.

## Business Support

### Equality Update

- 32 The Lead Executive, (LE, BST) spoke to the full year Equality Update paper that had been circulated previously.

### Customer Service

- 33 The LE, BST updated the Board with regard to the implementation of the recently signed-off Customer Service Key Policy Document (KPD).

### JudoScotland Website

- 34 The CEO introduced the previously circulated paper proposing a website redevelopment for JS (2015/6/7). The Board approved the paper and associated expenditure, subject to a formal tender document being received from 'MTC' the preferred candidate. JMB noted that training and development was not included in the information provided and felt that this should be investigated with the preferred bidder.

**Performance Development****Performance Staffing**

- 35 The Chair informed the Board that David Somerville would be commencing in his new role with sportscotland/the sportscotland Institute on 1 January 2016. The Chair then outlined that interviews were to be conducted on Monday 7 December, following an internal Institute recruitment procedure and that he would be representing JudoScotland on the interview panel.

**Date of Next Board Meeting**

- 36 The next Board meeting was scheduled to take place on 2 February 2016, where the Honorary Officers will be invited to attend.

*Meeting closed at 2208 hours*

Web Version