



SCOTTISH ROWING BOARD MEETING

sportscotland, Templeton on the Green, Glasgow
6.00pm – July 18, 2017

Attendees	Initial
Mike Morrice	MMo
Martin Claxton	MC
Alistair Neill	AN
John Gill	JG
Dot Roberts	DR
Caroline Parker	CP

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Mark Senter	MS	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Laura Jennings	LJ	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland

Item	Topic
1.	<p>Welcome & Apologies</p> <p>MMo welcomed everyone to the meeting.</p> <p>Apologies were received from Kirstene Feenan.</p>
2.	<p>Declaration of Conflict of Interest</p> <p>No additional conflicts of interests declared.</p>
3.	<p>Minutes of Previous Meeting and Matters arising</p> <p>Previous Minutes were approved.</p>



4.	<p>FOR APPROVAL Firhill Container Purchase</p> <p>Paper previously circulated to the Board giving a brief summary of the progress being made at the Firhill basin project.</p> <p>Approval requested for additional funding to purchase extra equipment and a storage container for the boats which are currently being held in a container owned by Scottish Canals. This will increase security and allow easier access to the boats as and when required.</p> <p>Approval was also requested to enter into one year access agreements with Partick Thistle and Scottish Canals to allow the project to continue at Firhill.</p> <p>The Board agreed that the project has great potential and advised that they were pleased with how it is progressing with four schools and one university now involved. With the positive contribution it is bringing to the local community they are keen to see how it develops.</p> <p>Approved by the Board.</p>
5.	<p>FOR DISCUSSION Membership</p> <p>Paper previously circulated to the Board.</p> <p>AC put forward various suggestions to consider in relation to restructuring club memberships in order to make them more relevant to the individual clubs and athletes. She requested feedback from the Board prior to discussing further with clubs.</p> <p>The Board agreed that a membership restructure was required and that no topic should be off limits when discussing with the clubs to ensure that all options are considered. It was also highlighted that the new membership system being implemented may make this process more viable.</p> <p>MMo requested that the Board feedback any comments to AC.</p>
6.	<p>FOR INFORMATION Regatta Calendar Update</p> <p>LB recently reviewed the regatta calendar and advised the Board that the following requirements were highlighted:</p> <ul style="list-style-type: none">• The need for clubs to align with fixed date events to allow regattas to be spread more evenly throughout the year.



	<ul style="list-style-type: none">• The need to review the category of events held in Scotland along with the re-evaluation of which level of athlete we are trying to target to participate in which events.• The need for event organising committees to have a clear understanding of what is required to produce an excellent event along with the relevant support in place to encourage them to strive to this. <p>LB advised the Board that, after liaising with clubs regarding dates for their events, the new race calendar is now finalised. The event dates have been spread out to create a more balanced calendar which will be beneficial to both the event organisers and the participants.</p> <p>LB plans for the calendar to be circulated to clubs by June each year to allow coaches sufficient time to plan and implement training programmes.</p> <p>The Board advised that they were happy with the proposed calendar.</p>
7.	Board & Governance Matters <u>7.1 HR policies for approval</u> <u>7.1.1. Time Off</u> Approved by the Board subject to the following changes: <ul style="list-style-type: none">• Public duties should not include duties carried out as a trade union member where paid leave may be required. MC agreed to draft a statement outlining this which will be included in the policy.• Regular Reserve Forces should be granted 2 weeks paid leave to carry out mandatory duties and the policy will be amended to reflect this. <u>7.1.2. Flexible Working</u> Approved by the Board <u>7.1.3. Managing Attendance</u> Approved by the Board <u>7.1.4 Disciplinary</u> Approved by the Board <u>7.1.5. Grievance</u> Approved by the Board <u>7.1.6 Dignity at Work</u> Approved by the Board <u>7.2 Contracts and Partnerships Delegation of Authority</u> AC put forward a proposal to the Board to grant authority to sign off contacts



and partnership agreements up to £2000.00, without having to seek approval from the Board.

AC advised that she will present a draft policy at the next Board meeting for approval.

7.3 Water Safety

MC advised the Board that he has reviewed each club's completed Water Safety Audit form and, although there were a few minor issues, there is nothing of any great concern. These minor issues can be addressed when the Honorary Water Safety Officer is appointed.

7.4 Equality

AC, MC, and CP met to discuss the equality action plan and the following items were highlighted during the meeting:

- The possibility of rolling out pilot questions to clubs to determine if there is anything that SR aren't currently doing that they feel they should be.
- The possibility of collecting case studies from clubs to be reviewed and discussed at the next equality meeting.
- The need to raise equality awareness within the clubs.
- The need to review our method of collecting equality data – such as the membership system.
- The possibility of making the equality data section of the membership application process mandatory rather than opt out (opt out options would be built in to the questionnaire).

AC, MC and CP agreed to arrange a follow up meeting to discuss further and feedback at the next Board meeting.

7.5 Q2 Management Accounts

7.5.1 Scottish Rowing

7.5.2 Scottish Rowing Centre

AC confirmed that all is in order with the accounts and SRC is currently in line with a not very challenging budget.

7.6 Risk Register

It was agreed by the Board that two items from the risk register would be reviewed at each Board meeting thus ensuring that the entire register is assessed throughout the year.

JG agreed to take responsibility for this.



	<p><u>7.7 Operational Plan Progress</u> It was highlighted that there are two areas in the plan which are currently rated red. This is mainly due to the RDM (West) leaving his post in June. These will be addressed when the new RDM fills this role in August.</p> <p><u>7.8 Child Protection</u> Laura Jennings (RDM East/SR CPO) was in attendance to provide a summary of the Child Wellbeing and Protection report which was previously circulated to the Board. She provided a brief outline of the current activity occurring in various areas such as policy and procedure implementation, HIR procedures and club practice. She advised that that there has been positive progress made with club communications and hopes this will continue going forward.</p> <p>The Board agreed that the CPO is a critical role due to the risks associated and were pleased with the progress being made.</p> <p><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p>
<p>8.</p>	<p>FOR DISCUSSION Board & AGM Business</p> <p><u>8.1 Board Vacancies</u> It was confirmed that the Board roles up for election at the next AGM were as follows:</p> <ul style="list-style-type: none"> • President, Mike Morrice • Director of Sport Governance, Martin Claxton • Director of Development, Alistair Neil • Commercial & Marketing Director, Kirstene Feenan <p>All, except MMo, can stand for re-election should they wish to. MMo encouraged the Board to consider suitable candidates for any vacant roles.</p> <p><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p>
<p>9.</p>	<p>FOR INFORMATION Operational Updates</p> <p><u>9.1 COO Report</u> Items on the COO Report discussed in previous agenda items.</p> <p><u>9.2 Performance Report</u> Paper previously circulated to the Board</p>



	<p>MMo praised all those achieving international selection in 2017 and expressed that it was encouraging to see coaches and athletes from programmes across Scotland represented on the world stage.</p> <p>LB informed the Board that Catriona Semple, sportscotland High Performance Manager, is leaving her post to take on a new role at UK Sport. LB, AC and DR agreed to organise a gesture of recognition to thank Catriona for her hard work and contribution to the performance rowing programme.</p> <p><u>9.3 Coaching & Development Report (inc RDM updates)</u></p> <p>MS advised the Board that he met with Neil MacFarlane to discuss the possibility of integrating umpire training into the education calendar. Due to the lack of active umpires, there is a real need to raise awareness within the clubs of umpire training available and making this information easier to access. It was suggested that by circulating forms of interest to the clubs, this would allow people to put themselves forward.</p> <p>The Board agreed that this information needs to be made more public and how it is communicated would be very important.</p> <p><u>9.4 2018 European Championships</u></p> <p>MMo advised the Board that the planning for the European Championships is progressing well. The renovations on the finish tower at Strathclyde are now complete and it is being used for HIR on 22nd July. FISA will also be attending the park on the weekend of HIR in order to trial the intended circulation pattern. MMo also advised that there has been a good response to volunteer requests and the rowing specific volunteer roles are oversubscribed.</p>
<p>10.</p>	<p>AOCB</p> <p><u>CGS Dinner</u></p> <p>AC suggested to the Board that the CGS dinner could be used as an opportunity to present awards to the athletes and also as a gift from SR to the DROC to thank them for their contribution.</p> <p><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p> <p>AN suggested to the Board that the Scottish Championships should be an elite event with restrictions on the standard of athletes that can participate. The Board agreed to consider this option subject to a review of the full implications. AN agreed to carry out a review and feedback to the Board for approval.</p>