

Minutes of the Board

Date/Time	14 June 2021	Location	Online meeting		
Attendees	Initials		Attendees	Initials	
Ian Beattie	IB	Chair	Dawn Allan	DA	Head of Operations
Colin Hutchison	CH	Chief Executive Officer	Peter Jardine	PJ	Head of Communications
Ron Morrison	RM	President	Julie Mollison	JM	Head of Coaching
Margaret Brown	MB		Mark Pollard	MP	Head of Performance
Eilidh Doyle	ED		David Fallon	DF	Head of Development
John Rodger	JR		Francesca Snitjer (Items 1-7 only)	FS	Executive & Equalities Officer
Hugh Buchanan	HB		Stewart McMillan (Items 1-7 only)	SM	Welfare Officer
Leslie Roy	LR				
Terry O'Hare	TO				
Jo Butterfield	JB				
Alison Johnstone (from item 6)	AJ				

Apologies	Initials	
David Ovens	DO	
Jill O'Neil	JO	
Alison Lunn	AL	
Laura McCallum	LM	

Circulation List

Ref	Agenda	Led by
1.	Welcome and Introductions	IB
2.	Apologies	All
3.	Declarations of Interest	All
4.	Minutes of previous meeting held 22 March 2021 and matters arising	All
5.	Building a Culture of Success – 2020/21 Tracker	CH
6.	Welfare Update – introduction to new Welfare Officer, Stewart McMillan, and update on UK-wide safeguarding procedures	SM
7.	Equality Update	FS
8.	sportscotland Annual Investment and Covid Recovery Fund – update on investment for 2021/22 and update on application to Covid Recovery Fund	CH
9.	Finance Report – draft statutory accounts for 2020/21	DA
10.	COVID-19 update	CH/All
11.	CEO Report – with updates and discussions on critical items	CH
12.	Road to Tokyo – Olympic and Paralympic programmes update	MP
13.	Anti-Doping – UKAD Policy and Assurance Framework	JM
14.	UK Athletics – membership	IB/CH
15.	Scottish Athletics AGM – Saturday 18 September 2021	IB/CH
16.	New member club application – application for membership from Stonehaven Running Club	CH/DF
17.	Risk Register	CH/DA
18.	AOB	All
19.	Date of next meeting: Monday 13 September 2021	

Ref	Discussion/Resolution	Action	Update
1, 2	Welcome, Introductions and Apologies.		
	<p>The meeting took place online and the Chair welcomed everyone, in particular DF who was joining for his first meeting as Head of Development, and SM who was joining as a guest.</p> <p>Apologies were received from DO, JO, AL and LM.</p> <p>FS advised she had another meeting to attend at 7pm and DA would be taking the minutes.</p> <p>Following her recent retirement, IB congratulated ED on behalf of the Board on her outstanding career.</p>		
3.	Declarations of Interest		
	FS advised that emails have been sent for all DOIs that require updating.		
4.	Minutes of previous meeting and matters arising		
	<p>The minutes of the previous meeting held on 22nd March 2021 were approved.</p> <p>Matters arising:</p> <p>Item 3: Email reminders have been sent for all DOIs which require updating.</p> <p>Item 5: There was no specific update to report on the progress of Coaching Qualifications, but this would be picked up in due course.</p> <p>Item 7: Non-stadium targets have now been added to the tracker.</p> <p>Item 10: This item is on the agenda.</p> <p>Item 14: Scottish Dental Runners confirmed they were not registering for the track & field discipline. However, this is something they would like to consider in future. Their application for membership was approved by the Board via email.</p>		
5.	Building a Culture of Success – 2021/22 Tracker		
	<p>CH referred to the circulated document highlighting the following:</p> <p>Leadership & Governance: Work has commenced with SAMH on the development of a mental health framework for both the Organisation (staff and Clubs) and other governing bodies. This will be communicated to the Board in due course.</p> <p>Media & Communications: Our social media followings are continuing to increase and there has been a great deal of activity across our platforms in recent weeks as competition has returned domestically and internationally.</p> <p>Clubs & Pathways: Membership numbers are slightly up with the individual membership numbers reaching 10,500 for the first time this year. LR highlighted the importance of making sure that everyone who competes at League matches are members of scottishathletics.</p>		

	<p>Conversations are ongoing with Cumbernauld AAC and Dundee Hawkhill Harriers around working with the Development Team to establish new disability sections within their clubs.</p> <p>LR highlighted recent para integration at League events.</p> <p>Following a recent request from a blade runner to compete at an event, CH advised that guidance around this for event organisers is being drafted together with the National Disability Pathways Officer, Pamela Robson.</p> <p>Competition & Events:</p> <p>CH highlighted an update to the tracker for the SUPERteams in Aberdeen, where there are now 53 Teams following a surge in entries.</p> <p>The Combined League matches have been a great success over the past few weeks. Thanks to LR was relayed for her work on this. LR advised there was a 65% PB rate at the first match and a 49% at the 2nd.</p> <p>Performance Environments:</p> <p>Four Scottish ultra-runners have been selected for the 2021 IAU 24 Hour World Championships in Bucharest in October.</p> <p>Coaching:</p> <p>JM is part of UK-wide discussions around the planning of the UKA Coaching Strategy and subsequent coach education and qualification pathways.</p> <p>Partnerships & Commercial:</p> <p>CH is to attend UKA/HCAF working group to feed into internal discussions around utilising UK-wide commercial opportunities.</p> <p>A small working group within scottishathletics is also being formed with CH, PJ, DO and a representative from UKA.</p> <p>Recreational Running & Health:</p> <p>Meetings with jogscotland and SAMH are taking place to evaluate the best structure for moving the programme forward in partnership.</p> <p>Facilities:</p> <p>The only red status on the tracker is the re-development of Scotstoun Stadium. There is an indication of a 5-year delay. Other options with partners are being explored.</p> <p>AJ joined the meeting.</p>		
6.	Welfare Update		
	<p>SM presented to the Board on UK-wide safeguarding procedures highlighting the launch of the new documentation policies and procedures which marks the fulfilment of the six core recommendations of the Quinlan Safeguarding Review.</p>		

	<p>Following the launch of new documentation which took place on the 14th June, alterations to the websites of all HCAFs and UKA have been made. There has been a move away from a paper-based format towards everything being online, including being able to report a concern electronically.</p> <p>An email informing the clubs of these changes has been sent and clubs will be assisted with the adoption of these policies and procedures via a webinar.</p> <p>Thanks were relayed to the scottishathletics' Communications Team for their work on the changes to the website.</p> <p>JR enquired what volume of cases can be expected over the coming months? SM advised that there are currently 27 lives cases UK-wide, and an increase in cases post COVID is expected with the potential of past cases being reported.</p>		
7.	Equality Update		
	<p>FS presented on the E&D Advisory Group highlighting the following:</p> <ul style="list-style-type: none"> • The members of the group • Roles and responsibilities of the group • Current support and next steps <p>TO enquired about whether the clubs will be able to manage an influx of changes. FS advised there has already been a lot of engagement from clubs on the Equality Guidance and as part of the club affiliation process, all clubs require to have an Equality policy in place.</p> <p>IB asked about the effectiveness of the group and the connection between them and the Board. FS advised that it would be good to engage the Group more with the Board, having them attend occasional meetings and events. The Group will also be asked to feedback on the Equality elements of the annual tracker.</p> <p>FS and SM left the meeting at 6.50pm.</p>		
8.	sportscotland Annual Investment and Covid Recovery Fund		
	<p>CH updated on the position with the sportscotland annual investment and the COVID-19 recovery fund. It was advised that 50% of each have been received with the final 50% of each expected in October.</p>		
9.	Finance Report		
	<p>DA updated on the financial accounts with some discussion taking place on the COVID-19 recovery fund and on the corporation tax status of the organisation since an expected deficit is likely.</p>		
10.	COVID-19 update		
	<p>CH updated on the changes that took effect on 17th May where the requirement for adults to physically distance was removed. This has greatly assisted the return of competition for adults and enabled more jogscotland groups to restart their sessions.</p>		

11.	CEO Report		
	<p>Item 4: CH confirmed Liz Wilder had been made redundant from her post as Facilities Officer. CH thanked Liz Wilder for her service over the years.</p> <p>Item 5: CH congratulated all athletes and coaches selected for recent events and for those who have achieved Commonwealth Games standards.</p> <p>CH wished ED and Allan Smith well on their recently announced retirements.</p> <p>Item 6: CH updated on the potential of Glasgow hosting the World Athletics Indoor Championships with the proposal going to the panel in the next few weeks.</p> <p>Glasgow Life has approved support of The Glasgow Jaguars.</p> <p>Item 7: There have been 57 T&F event licenses issued (20-25 in any normal year) to give athletes local competition.</p> <p>Item 8: The Meadowbank site will be transferred to Edinburgh Leisure in the autumn and is planned to reopen in November. However, dates are still to be confirmed. There has been a challenge with the number of contractors on site.</p> <p>Item 10: CH updated the Board on recent welfare matters.</p>		
12.	Road to Tokyo		
	<p>MP presented on the Road to Tokyo with details of those who have made the selection criteria so far. He advised on diary dates:</p> <ul style="list-style-type: none"> • Olympic Trials 25-27th June • Final team selection 28th June • Pre-Games training 30th June • Games 30th July – 08th August <p>MP presented on the para Road to Tokyo with details of those who have made the selection criteria so far. Diary dates:</p> <ul style="list-style-type: none"> • Initial Selection 21st June • Final selection 19th July • Games 27th August – 05th September <p>It was advised that event specific projects are under way around Scotland.</p> <p>ED commented on the importance of making sure the selection process is transparent and all our athletes have been given a fair chance of selection, ensuring UKA have the full athlete information at hand. Also, that a copy of the minutes are made available.</p> <p>CH will ask for the minutes and to ensure each of the athletes are judged on their merit and an independent lawyer will be present at the selection meeting.</p> <p>TO questioned whether we should document red flags and make selection panel aware so there is full transparency.</p> <p>CH commented at the CEO forum that UKA are due to feed back through Jo Coates and looking to get written clarification of the process at the CEO forum next week.</p>		

13.	Anti-Doping		
	<p>JM presented on the UKAD assurance framework which was launched in April 2021 to evidence the compliance with national policy, promote clean sport and mitigate risk.</p> <p>The recording of the background and introduction and purpose of the framework will be circulated to the Board after the meeting.</p> <p>24 requirements, across six key areas, evidencing what we do, will be submitted to UKAD who will provide feedback.</p> <p>There is a requirement as part of the process to have a designated Board member and staff member to champion.</p> <p>Full compliance is required by 1st April 2022.</p> <p>We will work with UKA Clean Athletics team, sportscotland and CGS to provide a plan of action and a working group will be required.</p>	<p>Circulate introduction and purpose of the framework to the Board</p>	
14.	UK Athletics		
	<p>DO has taken over from IB on the UKA Board as of 1st April 2021. IB has remained as the scottishathletics representative member of UKA.</p> <p>scottishathletics has submitted a paper to UKA on the Athletic Unified document following discussions on the Dame Sue Street report which included the recommendation to rationalise the membership of UKA.</p> <p>England Athletics has come back with a subsequent suggestion whereby the club with the highest number of funded performance athletes has the vote for that year. After discussion it was agreed that the EA version is a more practical way forward.</p> <p>IB clarified UKA will have no direct contact with the clubs and have committed that they to never seek membership from individuals, as those individuals' direct relationship will be with the Home Countries and not UKA.</p> <p>The Board agreed to go back with their general support for the proposal.</p> <p>The UKA strategy is due to come out in July. scottishathletics has had sight of this, and feedback has been prepared to go back to UKA.</p>		
15.	Scottish Athletics AGM		
	<p>Following discussions around a virtual or face to face AGM, it was decided on holding a virtual meeting only, with the date confirmed as 18th September 2021.</p>		
16.	New Member Club Application.		
	<p>A new member club application from Stonehaven Running Club was received. Papers including revised constitution have already been circulated to the Board.</p> <p>Based on the conditions recommended by the Development Team, the Board approved.</p>		

17.	Risk Register		
	<p>CH talked through the changes made to the risk register.</p> <p>LR commented on the “lost generation” theme and highlighted at U13/15 level there has been a significant decline in the number of athletes in these age groups. Clubs appear to be struggling to get athletes to compete.</p> <p>CH noted that the club impact assessment survey forms are due to be distributed and the club affiliation returns are set to go out soon and we’ll get to see the impact of the pandemic across the sport.</p> <p>IB commented this may be down to the schools not being back to normal yet.</p> <p>MB commented that it is not only athletes we need to be concerned about losing, but also Officials.</p> <p>CH noted there was a section in the risk register relating to Officials, however, further work needs to be done to recruit and retain officials and staff are working on this.</p> <p>The amendments to the risk register were approved by the Board.</p>		
18.	AOB		
	None		
19.	Date of Next Meeting		
	13 September 2021		