

Minutes of the Board

Date/Time	18 March 2024	Location	Caledonia House		
Attendees	Initials		Attendees	Initials	
David Ovens	DO	Chair	Dawn Allan	DA	Head of Operations
John Rodger	JR	President	Mark Pollard	MP	Head of Performance
Colin Hutchison	CH	Chief Executive Officer	David Fallon	DF	Head of Development
Helen Fallas	HF		Peter Jardine	PJ	Head of Communications
Diane Ramsay	DR		Ally Love	ALO	Head of Competitions
Terry O'Hare	TO'H		Julie Mollison	JM	Head of Coaching and Welfare
Alistair Aitchison	AA		Graeme Oudney	GO	Chair of Audit and Risk Committee
Jill O'Neil	JO'N		Francesca Snitjer	FS	Executive and Equalities Officer
Chuxx Onyia (online)	CO		Morva McKenzie (item 4 only)	MM	Welfare Officer
			Lorna Whyte (item 4 only)	LW	Welfare Officer

Apologies	Initials	
Eilidh Doyle	ED	
Jo Butterfield	JB	
Michael Johnston	MJ	
Alison Lunn	AL	sportscotland Representative

Circulation List

Ref	Agenda	Led by
1.	Welcome and Introductions	DO
2.	Apologies	All
3.	Declarations of Interest	All
4.	Welfare and Safeguarding – further understanding of welfare and safeguarding matters through practical application and discussion (practical workshop)	JM/Welfare Officers
5.	Minutes of previous meeting held 22 January 2024 and matters arising	All
6.	CEO Report – with updates and discussions on critical items and sub-strategy	CH
7.	BACOS sub-strategy – seeking approval on proposed sub strategy for 2024/25	CH
8.	2024/25 Budget	DA
9.	Hill Running Commission Terms of Reference	CH/HF
10.	Risk Register	GO
11.	Integrity Unit – approval from Board to continue working with UK Athletics towards establishment of integrity unit	DO/CH
12.	Building a Culture of Success (Coaching and Welfare)	JM
13.	UK Athletics update – Athletics Unified and ongoing discussions with UK Athletics and HCAFs	DO/CH
14.	sportscotland Annual Investment – update on investment for 2024/25	CH
15.	Finance Update	DA
16.	Equality and transgender inclusion update	CH/FS
17.	Anti-Doping – update on Assurance Framework compliance	MP/ED

18.	AOB – Age Groups update		All
19.	Date of next meeting: Monday 10 th June 2024		All
Ref	Discussion/Resolution	Action	Update
1, 2	Welcome, Introductions and Apologies.		
	DO welcomed everyone to the meeting. Apologies were received from JB, ED, MJ and AL.		
3.	Declarations of Interest		
	There were no declarations of interest.		
4.	Welfare and Safeguarding		
	The Board took part in a short practical workshop discussing welfare and safeguarding scenarios in groups. The session was led by JM and the scottishathletics Welfare Officers Morva McKenzie and Lorna Whyte.		
5.	Minutes of previous meeting and matters arising		
	The minutes of the previous meeting held on 22 nd January 2024 were approved. Matters arising: Item 4: CH updated on insurance costs advising that we can expect an additional 30% increase. There are general increases across the whole of the policy with the most significant being public liability. There are also increases on travel and car insurance. The HCAFs have been asked to review the policy and level of cover to ensure that figures submitted are accurate and that the level of cover is appropriate for what we require. A further update will be given at the June meeting. Items 15&16: All Board members have now completed the Safeguarding Course and the Equality Monitoring Survey has now closed. The other items are on the agenda.	CH to provide update on insurance costs at the June meeting.	
6.	CEO report		
	CH referred to the circulated report, highlighting the following: Item 1: Caledonia House – the future of the building is uncertain. sportscotland intend to retain an office presence in the East of Scotland but there are no details yet on what that will look like in terms of space and office accommodation. CH advised that with support from sportscotland , scottishathletics are working towards compliance with Fair Work First. This is now a requirement of investment for governing bodies of sport and other organisations receiving public money. Item 3: Sue Gyford has left scottishathletics and the recruitment process for a Marketing and Digital Communications manager has commenced. We have also now engaged the services of AAB People who are providing HR support for the organisation.		

	<p>Item 4: Congratulations were relayed to Josh Kerr, Laura Muir and Jemma Reekie on their selection for the World Indoor Championships, with a special mention to Josh for his gold medal in the 3000m, and Jemma on her first major championship medal with a silver in the 800m.</p> <p>Item 6: The Track and Field programme concluded with the finals at Grangemouth last month. Thanks were relayed to everyone involved in making the event happen.</p> <p>There have been some positive developments with regards to access challenges around the Pentland Hills. The Pentland Land Managers Association event guidance will no longer apply, and they are no longer charging for event permission. There is a group who are now working together to oversee the applications for each event. Thanks to Hugh Buchanan and HF in progressing this matter.</p> <p>Item 7: The WIAC were a hugely successful event for Glasgow and Athletics in Scotland. With a new surface now in operation at the Emirates Arena, the whole athletics community will benefit from it. Thanks were noted to Glasgow Life, Glasgow City Council Event Scotland, UK Athletics and UK Sport for their work bringing the Championships to Scotland for the first time. Thanks were also relayed to the 25 Scottish officials that were on duty during the event and the 400+ volunteers that support its delivery.</p> <p>Item 8: CH updated the Board on the latest at Grangemouth.</p> <p>CH advised on the actions that have been highlighted red in the sub-strategy for 2023/24 and are not expected to be completed in the anticipated timeline. Thanks were relayed to the senior management team, wider staff and commissions for their work on this across the year.</p>		
7.	BACOS sub-strategy		
	<p>CH advised that the new draft strategy was circulated to the Board in February for review prior to the meeting. The senior managers highlighted the amendments that were made following feedback from the Board.</p> <p>The proposed sub-strategy for 2024/25 was approved by the Board.</p>		
8&15	2024/25 Budget and Finance Update		
	<p>DA presented on the accounts, advising that we are still working towards ending the financial year with a £80k deficit. There has been an increase in membership fees but there is a loss against costs for UK safeguarding and a reduction in levies.</p> <p>The 2024/25 draft budget shows the most up to date, known situation for Scottish Athletics. It was highlighted that it is presented showing a break-even position on the following basis that doesn't include any salary increases or the final cost of insurance premium which is yet to be received from UK Athletics.</p> <p>The draft budget for 2024/25 was approved subject to any other additional costs that come in.</p> <p>HF asked if there are any other critical risks that can be anticipated? DA advised that everything has been covered in the draft budget.</p>		
9.	Hill Running Commission Terms of Reference		

	<p>The Terms of Reference were provisionally approved at the January meeting. A subsequent meeting took place with CH, DA, JR and the Commission Convenors to discuss some of the points that had been raised further. It was advised that the main changes to the document are highlighted in yellow.</p> <p>It was noted that under point 7.3, the quorum should be 60% and will be updated. This is the agreed quorum for all the terms of reference.</p> <p>The Terms of Reference for the Hill Running Commission was approved. It was advised that this will be used as a template to create one for the other Commissions.</p>		
10.	Risk Register		
	<p>GO presented on the amendments to the risk register. Two changes have been made:</p> <ul style="list-style-type: none"> • The uncertainty regarding the future of Caledonia House has been added • The second is in relation to the sportscotland funding. Probability of an increased risk of a reduction of funding. <p>GO advised that it would be useful to look at the inherent risk of a particular item and then consider the residual risk based on the actions that needs to be taken to reduce that risk. It was agreed to bring a revised version back to the June meeting. It was also agreed for GO to add the proximity of the risk to the register.</p>	<p>GO to bring back revised risk register to the June meeting with inherent/residual risks and proximity of risk.</p>	
11.	Integrity Unit		
	<p>CH referred to the circulated paper, advising that scottishathletics have been made aware that UK Athletics are not progressing with the UK-wide integrity unit.</p> <p>CH is comfortable with the current position of the organisation with regards to welfare and safeguarding and reviewing our second welfare post on a year-by-year basis.</p>		
12	BACOS – Coaching and Welfare		
	<p>JM presented an update on coaching and welfare highlighting the following:</p> <ul style="list-style-type: none"> • An update on the current staffing structure • An overview of the work carried out by the coaching and welfare team over the past six to eight months and planned work for the future. Coach development is a key area of focus. There are two education blocks in autumn and spring with around 30 courses in total. • One of the key areas of work within the last six months has been the transition of responsibilities and accountability for coach education qualifications and licencing from UK Athletics to the home countries. • The scottishathletics licence scheme was launched in October 2023 and around 90% of our coaches have signed up. Out of office support is also being offered through means of guides and FAQs. • Additional Coach Developers have been recruited, trained and deployed. • Moved to a new Scottish coaching certificate. • Support for coaches - Children’s Coach Forum • sportscotland coach education subsidy. Key to work with DF and the development team to look at the barriers that exist to engagement within the sport wider than finance. 		

	<ul style="list-style-type: none"> • Within the welfare team, there is a very consistent approach, and this doesn't change much year to year. • Welfare Officer training and support has been a key focus over the last year, with role specific guidance launched to clubs. • There is going to be a change in the way PVGs are processed. • Safeguarding cases sit with UK Athletics, but all non-safeguarding disciplinary now sits with scottishathletics since October 2023. <p>JR asked if there is any pushback from coaches with regards to the number of courses they are asked to do? JM advised that most people are understanding of the reasons why they are being asked to do them.</p> <p>TO'H relayed his thanks to the Coaching and Welfare Team.</p> <p>Slides are attached.</p>		
13.	UK Athletics Update		
	DO/CH provided a verbal update to the board on development at UK Athletics.		
14.	sportscotland Annual Investment.		
	CH provided an update on the annual investment. The annual return was submitted to sportscotland at the end of January. The agreed annual targets are in line with what has been previously shared with the Board and captured within the sub strategy. We are awaiting confirmation of investment for the year. As touched on in the Risk Register, there has been an indication from sportscotland to the sports that we should increase that risk for future years.		
15.	Finance Update		
	This item was covered under item 8.		
16.	Equality and Transgender Inclusion in Sport		
	FS advised that meetings have now taken place with the senior managers to complete the self-reflective diagnostic tool for the new equality framework. This has been submitted to sportscotland .		
17.	Anti-Doping		
	MP updated the Board advising that this is now under the remit of Allan Hamilton as national talent manager and he is working together with ED in her role on the Board. There are annual reviews and continued compliance with the framework and the submission for 2023 has been completed. Now looking at embedding practices into performance programmes which is well established at National Academy level and rolling that out to Performance Foundations. Currently looking to increase the number of education tutors to work with team staff members.		
16.	AOB		
	ALO provided an update on the change to age groups advising that the working group met last week to discuss the implementation of the age group change from the 1 st April 2026, which is in line with UK Athletics. scottishathletics are continuing to consider options to move to World Athletics age groups from 1 st January 2025. CH sought approval from the Board for JO'N to be the scottishathletics nominated Trustee for Athletics Trust Scotland. The proposal was approved by the Board.		
17.	Date of next meeting		
	Monday 10 th June 2024.		