

Board of Management meeting minutes

16th October 2019 - Oriam, Currie EH14 4AS, Chapman Suite 1

Version: 2

Adopted on: pending ...

Last reviewed on: pending...

Next review date: N/A

Attendee	Role	Attendance
Iain McKinven (IM)	Chair	In Person
Stevie Neilson (SN)	Chief Operations Officer	In Person
Melissa Hutcheon (MH)	Director - Comms	In Person
Euan Hunter (EH)	Director - Commercial	Dial-in
Hannah Keenan (HK)	Director	Apologies
Jim Rankin (JR)	Director - Competitions	Dial-in
Monika Wilkinson (MW)	Board Member	In Person
Barry Cook (BC)	sportscotland Partnership Manager	In Person
Alison Deuchars (minutes)	SSA support	In Person

Prior to meeting, MH shared photographs of Livingston's recent European Challenge Cup tie and a brief discussion was held around the event. It was agreed that SHA should recognise and thank everyone involved in the event and in turn Livingston should thank their partners.

☐ JR to forward European Challenge Cup feedback from EHF [20191016.01]

☐ IM to draft a letter of thanks to Livingston Handball Club [20191016.02]

1. Welcome and introductions

IM welcomed everyone to the meeting. Conflicts of interest were submitted for MW - Chair of West Lothian Handball Club, SN - Troon Handball Club and DEGE Consulting, MH - employee of Oriam.

2. Apologies

Apologies were noted for Hannah Keenan

3. Minutes of meetings

3.1. 28th August 2019 BoM minutes

The meeting minutes of the previous BoM were distributed online, some actions remain outstanding.

☐ Minutes of the 28th of August 2019 Board meeting were approved

4. Operational overview - Stevie Neilson

IM welcomed BC to meeting then introduced the 6 month tracker. BC stated that the tracker underpins the sportscotland agreement and the important points to bear in mind are governance and

development. IM noted tracker brings clarity and advised board to familiarise themselves with it as it would become standing agenda item quarterly.

SN advised that overall everything is fine and the season has started well. Club's are being steered towards taking more responsibility around matches. SN advised that there is work to be done in the women and girls game and that changing admin systems is a challenge.

❓ **SN to submit sportscotland tracker to the Board each quarter [20191016.03]**

❓ **Board to review sportscotland tracker quarterly (standing agenda item) [20191016.04]**

5. Financial report - Stevie Neilson

SN talked the meeting through the financial figures advising that the finances are running lean and that he is cautious around the budget. BC advised that the reserves should cover three months running costs to cover liabilities. MH noted that there is not much leeway in the finances. A discussion around the financial situation followed with EH stating that growth and creativity doesn't always have to be financial and it was agreed that SHA should have a template for starting a club.

❓ **Agreed to develop a template for starting a club**

6. Equality - Stevie Neilson

SN advised that SHA are targeting 2021 to achieve the next Equality level and work will need to start, by the end of this year, to assess what needs to be done.

7. Safeguarding - Monika Wilkinson

MW advised that the Anti Bullying Policy will incorporate 'Respect Me' and will have the National team feedback by 31st October; Coaches and Team Managers will select players to talk about it and that it would be good to have input from Fiona Kennedy. SN advised feedback sessions would have to take place at academy session as SHA does not hold direct contact information for children/ MW advised that it is desirable to have new members and coaches signed up to Code of Conduct by the end of October. MW suggested volunteers be made aware of safeguarding courses they could attend.

❓ **SN to check the Academy feedback has taken place [20191016.05]**

❓ **SN to check coaches have signed up to the Code of Conduct [20191016.06]**

❓ **SN to ensure volunteers are given information on courses they could attend [20191016.07]**

8. Individual Board members reviews

8.1. Chair review (including governance update) - IM

IM advised that rigour and transparency are being brought to processes with assistance of the SSA. IM further advised KPMG audit underway with Draft 1 complete and due to be distributed next week. SHA then have seven weeks to respond and process should be completed by year end. IM mentioned recent attendance at excellent sportscotland equality framework session at Hampden, which will help with prep for March 2021 target..

IM advised that he has drafted bullet points to use in conversations with clubs and had written to a number of clubs after the AGM to arrange meetings with them and had a number of positive responses and will be meeting Tryst club next Monday.

IM introduced new Board Self Assessment and Skills matrix based on best practice. IM talked Board through self assessment form with particular focus on the qualitative questions at the end. IM then shared his own responses and asked Board to complete their own next week and also to give feedback on Chair's form.

IM explained Skills Matrix can be used to identify skills gaps and assist with recruitment of Board members. IM advised he is in discussion with potential candidate in financial investments and will set up a conversation with SN. BC stated governance sets and shapes SGB and though not easy to have some conversations, they are vital for Boards to understand each other. MH stated that the aim is to get clubs to do the same with their governance so SHA should be setting an example. Clubs need to see that SHA is organised and has good governance.

☒ All Board members to complete Board Self Assessment and Skills Matrix forms by 24/10 [20191016.08]

☒ All Board members to update Board Self Assessment and Skills Matrix forms annually (standing Agenda item) [20191016.09]

☒ All Board members to give feedback on the Chairs' Self Assessment form [20191016.10]

☒ IM to set up a meeting with SN and potential Board member [20191016.11]

8.2. Policy Updates for approval

The following policies were circulated prior to the meeting for the Board to read and assess. IM proposed and JR seconded all the policies.

- Cash Advance form (board and staff)
- Code of Conduct (Consolidated Fair Play)
- Code of Conduct (Staff & Volunteers)
- Communications Policy
- Companies House Director Information form
- Conflict of Interest form
- Expense form (board and staff)
- Financial Procedures and Controls Manual
- Human Resources Policy
- Induction - Board Member Role guidelines
- Induction (board)
- Significant Incident Record form
- Request for Flexible Working form
- Reserves Policy
- Risk Management Register

☒ The policies were approved. Proposed: IM, seconded: JR

☒ Board to complete annual review of Policies (standing agenda item) [20191016.12]

8.3. Commercial review - Ewan Hunter

EH advised that this is ongoing.

8.4. Communication review -MH

MH stated that SHA's audience for communications are clubs, women and girls and primary schools and SHA needs to understand how to communicate with them. For clubs, SHA needs to go and speak to them to find out what they want to know and help form the communications strategy. MH advised that each club should nominate an individual to communicate with SHA. IM stated that everyone should be saying the same thing every time and EH agreed that consistency of message is important and that SHA seems to be making a lot of progress in a short space of time. MH suggested that it would be helpful to have met with all clubs by the end of the year. IM advised that he would like to meet with clubs twice per year stating that meetings with clubs would shape the Board's focus. IM suggested that due to time constraints it would be likely that meetings with three clubs could be completed by the end of the year.

IM to arrange meetings with clubs [20191016.13]

8.5. Schools strategy review - Hannah Keenan

No update

8.6. Participation review (Club competitions) - Jim Rankin

JR advised domestic game continues to be a challenge with the lack of officials being an ongoing issue. Clubs have been made aware of their obligations. Handbook will be issued to clubs tomorrow. JR suggested that structure Senior Women's league should be revisited and there was some discussion around this topic. JR advised Danos Sagias taking on responsibility of league manager for men's league. JR stated International Transfers are a major concern and EHF are tightening up on issue. JR advised cup draw will take place in November and details will be sent to clubs imminently. JR noted Livingston had done themselves, Scotland and Britain proud at recent European match and that Allan Stokes and Brian Bartlett are continuing to referee European matches. JR advised Junior competition underway with first round having taken place. Clubs are taking time to get up to speed after summer break. IM stated that clubs taking on responsibilities is improving but Board needs to identify what extra help SHA can give them.

8.7. Women and Girls update - Monica Wilkinson

MW stated that clubs not strong in area of senior women and asked how clubs can be incentivised to have women's and girl's teams. SN asked how HK can be part of this initiative as he would like her to focus on secondary schools by following up with schools that attend competitions. BC suggested a robust structure is put in place to progress from schools to the clubs and that a women's league may be a step too far at the moment. SN suggested that HK could be key to this and also that the top men's clubs should be developing women's teams and accept that this may take several years. The women's game needs to be accessible and competitive and is an area of focus for SHA.

9. Any other business and DONM

JR brought annual awards to attention of meeting stating that season 2018-19 awards have not yet taken place. Nominations have been received and a group needs to be set up to assess them and choose the recipients and propose a time and place for the presentations. A discussion around awards followed and BC stated that he would be happy to be involved in the awards process if an independent view is required.

☒ JR to circulate details of award nominees to SN and IM and form a group to make decisions [20191016.14]

☒ JR to plan ahead for the season 2019-20 awards in May 2020 and put a process in place [20191016.15]

Next meeting:

27th November 2019, 7-9pm

Actions Summary

- ☒ JR to forward European Challenge Cup feedback from EHF [20191016.01]
- ☒ IM to draft a letter of thanks to Livingston Handball Club [20191016.02]
- ☒ SN to submit sportscotland tracker to the Board each quarter [20191016.03]
- ☒ Board to review sportscotland tracker quarterly (standing agenda item) [20191016.04]
- ☒ SN to check the Academy feedback has taken place [20191016.05]
- ☒ SN to check coaches have signed up to the Code of Conduct [20191016.06]
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- ☒ Board to complete annual review of Policies (standing agenda item) [20191016.12]
- ☒ IM to arrange meetings with clubs [20191016.13]
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Decisions Summary

- ☒ Minutes of the 28th of August 2019 Board meeting were approved
- ☒ Agreed to develop a template for starting a club
- ☒ All the listed policies were approved. Proposed: IM, seconded: JR