

# Board of Management meeting minutes

18<sup>th</sup> October 2022 - online

Version: 1

Adopted on: pending ...

Last reviewed on: pending...

Next review date: N/A

Attendee	Role	Attendance
Iain McKinven (IM)	Chair	Dial-in
Stevie Neilson (SN)	Chief Operations Officer	Dial-in
Melissa Hutcheon (MH)	Director - Comms	Dial In
Ewan Hunter (EH)	Director - Commercial	Dial-in
Scott McKean (SM)	Director - Finance	Dial-in
Danos Sagias (DS)	Director - Man Competitions	Apologies
David Mallon (DM)	Director	Apologies
Karen Murty (KM)	Director	Dial In
Jim Rankin (JR)	SHA Board Special Advisor	Dial In
Barry Cook (BC)	sportscotland Partnership Manager	Apologies
Marcin Zdrojewski (MZ)	SSA support (minutes)	Apologies

## 1. Welcome/introductions/check in/Apologies

IM welcomed everyone to the meeting. Apologies were noted for DM, MZ, DS, and BC.

## 2. Minutes of previous meeting and declare any new COI

Minutes of the Board meeting held on 17<sup>th</sup> August 2022 were approved

No new COI were reported.

## 3. Review of previous actions

IMc to follow up on 20220817.01 (safeguarding info) with BC ; KM to follow up on 2022.08.18.04 ( EWG candidates); 2022.08.17.05 closed following verbal update to meeting

## 4. Operations update – incl recruitment

SN confirmed offers had been issued and accepted for 2 new colleagues, who will join organisation in November, following successful investment submissions to sportscotland and EHF – exciting development which will effectively double the size of SHA professional staff.

IMcK congratulated SH on this success, and referred Board colleagues to the challenging high level targets agreed as part of securing the funding (attached in agenda/hyperlink)

SHA Board formally acknowledged SH resignation and congratulated him on peerless contribution of SH to Scottish Handball over his 23 years as COO, and also thanked EH for agreeing to step in as Interim COO, to ensure no loss of the valuable momentum/progress built up by his predecessor. IMcK also acknowledged the key support of BC and John Lunn of **sportscotland** in helping to manage the transition in a robust and transparent manner, and for helpful advice on the process around making a permanent appointment.

Board discussion on process to make a permanent appointment deferred until end of meeting (see point 9 below)

## 5. Budget Update

IMcK confirmed 2022/23 Budget had been approved individually by quorum of Board members via email between previous Board meeting (17/08) and end-August, and thanked individual Board members for input – esp SM (Finance Director) and SN (COO) IMcK formally minuted Board approval of budget and referred members to copy/hyperlink in agenda for info.

**☑ Previously approved Budget formally acknowledged by Board**

## 6. Equality Update

IMcK confirmed award of Preliminary level of **sportscotland**'s Equality Standards Framework – a huge achievement, led by Julia Stenhouse (SHA Ops Mgr). He further commented on recent social media activity supporting Scottish Women and Girls in Sports week, and also referred to the ongoing EDI plan attached to agenda in hyperlink, which will be important enablers as the SHA looks to build towards the next level of accreditation (against the new EDI framework which is being introduced).

IMcK remarked that a new Board Champion for EDI would be required when he stands down from Chair position in March and invited Board members to consider taking on the roles (all queries and expression of interest to be directed to IMcK over coming months).

**Ⓐ Board members to consider taking on role of Equality Champion from April 2023**

## 7. Date of next meeting

IMcK advised this likely to be in January, to help oversee permanent appointment new Chief Exec

## 8. AOB

Interim Audit KPMG scheduled for 15<sup>th</sup>/16<sup>th</sup> Nov – IMcK advised this would mostly be directly covered by himself, EH and Julia Stenhouse, and that some supporting conversations with individual Board members might be required.

IMcK advised date of 50<sup>th</sup> Anniversary Ceilidh on Nov 11<sup>th</sup>, and suggested Board Members might like to attend if possible – tickets available via SHA website

The Board noted recent unprecedented success of BHA squads in European competition, esp M20 winning the IHF Trophy title, and the contribution of Scottish athletes.

- Ⓐ IMcK to write on SHA Board's behalf to Conor Marlin, BHA Performance Director, congratulating all BHA Squad coaches on progress

## 9. Recruitment process/new COO

IMcK requested that SN and EH recuse themselves from discussion, and thanked them again for their contributions before they left the meeting.

Board then proceeded to discuss several options around the recruitment process, and timescales, before confirming that the role should be openly and widely advertised in order to access the widest possible candidate pool, while not precluding access to any potential applicants from within the organisations. Summary key points follow...

**☑ Key Person Insurance currently held to cover SN should be continued in the interim for EH, and applied to successful candidate from the permanent recruitment process**

**☑ Role title should be updated to 'Chief Executive' ('from Chief Operating Officer') to reflect widened scope/changing nature of role/more recent naming conventions since role was first defined 23 years ago**

**☑ Role should be advertised as soon as is practicable – if possible before end 2022 – in order that a permanent appointment can be made ahead of planning/preparation for 23-24 season, and to provide continuity/reassurance to staff/major stakeholders ahead of the upcoming strategic planning cycle (2025-30)**

- Ⓐ IMcK to advise sportscotland of outcome Board discussion re. recruitment process, and take up offer of support

## 10. IMcK closed meeting at 20:30

### Actions Summary

- Ⓐ Board members to consider taking on role of Equality Champion from April 2023
- Ⓐ IMcK to write on SHA Board's behalf to Conor Marlin, BHA Performance Director, congratulating all BHA Squad coaches on progress
- Ⓐ IMcK to advise sportscotland of outcome Board discussion re. recruitment process, and take up offer of support

## Decisions Summary

- ☑ Minutes of the Board meeting held on 17<sup>th</sup> August 2022 were approved**
- ☑ Previously approved Budget formally acknowledged by Board**
- ☑ Key Person Insurance currently held to cover SN should be continued in the interim for EH, and applied to successful candidate from the permanent recruitment process**
- ☑ Role title should be updated to 'Chief Executive' ('from Chief Operating Officer') to reflect widened scope/changing nature of role/more recent naming conventions since role was first defined 23 years ago**
- ☑ Role should be advertised as soon as is practicable – if possible before end 2022 – in order that a permanent appointment can be made ahead of planning/preparation for 23-24 season, and to provide continuity/reassurance to staff/major stakeholders ahead of the upcoming strategic planning cycle (2025-30)**