



RCCC Board meeting minute

25th September 2023 - online via Zoom

Adopted on: **Pending**

Last reviewed on: 2021.MM.DD

Attendee	Role	Attendance
Fraser Montgomery	Chair	Online
Vinny Bryson	CEO	Online
Alan Hannah	Director	Online
Maureen Parker	Co-opted Director	Online
Eilidh McCall-Lawrie	Head of Development	Apologies
Suzy Wakefield	Office Manager	Online
Janine Wilson	Director	Online
Jim Raeburn	Director	Apologies
Keith Prentice	Director	Online
Liz Burton King	Director	Online
Logan Gray	Director	Apologies
Mairi Milne	Director	Online
John Slater	Independent Director	Online
Susan Nimmo	Independent Director	Online
Ali Asher	Vice President	Online
Fiona Lilley	sportscotland Partnership Manager	Online
Rebecca Murphy	SSA support (minutes)	Online

1. Welcome, Apologies, Declarations of Interest

Janine and Vinny - welcomed everyone and welcomed Fiona Lilley, the new Curling Partnership Manager from Sportscotland and Fiona Harfield, from the Workforce Development Manager at Scottish Curling. No change to DOI.

2. Items for Approval/Decision

● Confidentiality Policy

Report Circulated

Suzy - Indicated this had been reviewed and signed off by Harper Macleod .

☒ Board approves confidentiality policy



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- **IT Policy**

Report circulated

Vinny - It's a huge policy that encompasses a lot and will need to be expanded on as time goes on. It now has more updated terminology for the infrastructure we use. Suzy approves and purchases all the software used by the staff. There will be a policy that will run alongside this.

The Board discussed the possibility of @scottishcurling email addresses which come with costs and will be investigated.

- **Vinny- discuss and present a report on whether it is possible to get email addresses for all of the Directors through Microsoft 365 before the end of the year [25/09/2023.01]**

Liz - Need to consider time scales for how often the policy is reviewed.

Vinny - every policy should be reviewed every 36 months, but others will be less, e.g. Safeguarding, As the legislation changes.

- **Vinny - Ensure the review time of the IT Policy will appear on the front page [25/09/2023.02]**

Board approves IT policy

- **Sponsorship policy**

Report circulated

Vinny - Updated the existing policy which now meets minimum standards. Keith recommended Sign off by CEO/Chair and sponsor, with board approval over £10k

- **Vinny - Ensure Sponsorship Policy will reflect that any sponsorship offering over £10K must have board approval[25/09/2023.03]**

Board Approves Sponsorship Policy

- **Conflicts of Interest Policy**

Report circulated

Board approves Conflicts of Interest Policy

- **Gifts and Hospitality Policy**

Report circulated

Board Approves Gifts and Hospitality Policy

- **Complaints Policy**

Report circulated

Vinny - number of changes to the existing policy.

- 1) Allocate a complaints manager and board member to allow for the responsibility to fall into the right area.
- 2) End of the escalation process changed from President to Chair
- 3) There is also an increase in time to investigation (7 to respond and 21 days to investigate)



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● Vinny - to work on the language of The Complaints Policy to reflect how complaints can be made, using 'Concern' instead of 'Complaint' initially and to avoid gender specific Pronouns. [25/09/2023.04]

☑ Board approves the Complaints policy generally subject to language changes

- **Artificial Intelligence Policy**

Report circulated

Vinny - It is generic around controlled mechanisms.

Liz - Anything that is confidential or bespoke to our organisation should not be used

● Vinny - will Ensure that the policy reflects that no confidential or sensitive proprietary information will be in AI [25/09/2023.05]

☑ Board approve Artificial Intelligence Policy

- **KPMG Audit - preparatory actions needed by the board**

KPMG have been in touch to explain their upcoming audit approach and to request some initial information about sponsorship.

● Board - 3 board members will be nominated to assist in the KPMG audit and the signing off of policies [25/09/2023.06]

- **Commercial Proposal**

Report circulated

Vinny - Commercial Group. The terms of reference are to do with the makeup of the group rather than policy

☑ Board approves terms of reference in the Commercial Proposal document

3. Items for Discussion

- **People**

Fiona Harfield presented a verbal report accompanied by slides which had been issued previously, thanking Fraser for inviting her.

Presented a report on her role as a workforce development manager at RCCC, coaches tutors, and volunteers.

Achievements over the last 6 years:

Revalidation process that coaches were qualified, insured, personal development and certificates

Redesign of the skills award programme (including the mobile app)

Developing the coaching education programme, EDI communication and partnership building

Introduction of online and blended courses and workshop as a result of Covid Lockdown

Design and application of new coaching qualification - SCC - Curling Level 1, first one completed on Sunday, next is this coming Sunday in Aberdeen

Essential Learning of Key skills, that coaches should have an annual update on. Certain skills that she wants to make mandatory, stick delivery will be one of them.



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Maureen - As a level 2 coach I want to thank all of the work you have done. You have made it very straightforward.

Fiona's priorities as Workforce Development Manager:

Overseeing the Coaches (tutors & assessors), officials (Umpires and timers) Volunteers and Ice technicians in partnership with WCF.

Developing the current education model,

- Introduction of education models such as women's health
- EDI and subjects such as hidden disabilities
- Development Coaching development Pathway
- Officials training esp for umpires, helping with how to handle difficult situations
- Ice Tech training

Redesign and build of new SCC - Level 2 qualifications on Brightspace

Level 3 to be ready for 2024/2025

Develop a people and workforce strategy

Challenges in Workforce Development - Selling the value of personal development

Importance of revalidation - PVG and CWPS certifications

Coaching and umpiring recruitment - diverse demographic

Time to fulfil her role

Support Networks - Sportscotland (esp with Brightspace)

Collaborative Partnerships (BC, other SGB's)

Coaching Network (30 governing bodies who feed off each other)

The Workforce Development team, short term project groups TDG (Nicola, Marketing, Development Managers etc and Technical Development Group)

Following a healthy discussion, the Chair thanked Fiona on behalf of the Board and indicated continued support in her areas of responsibility.

- **Ayr verbal update**

A verbal update was given by Alan as chair of Glasgow Ice Centre and the board discussed and noted Alans report

- **Perth verbal update**

A verbal update was given by Vinny and the board discussed and noted the CEO's report

4. Governance

- **CEO update to include WCF Feedback**

Report Circulated

Member association. We had two reps at the WCF conference. They are having a restructure after reporting a significant loss, looking to break even for 2023-2024.

Mairi - What are the WCF doing regarding streaming?

Vinny - they have plans in the pipeline, I took a bunch of people from the BBC to Greenacres, they are looking for elite property, they are also looking for SGB's who can produce their own content, packaged up to stream on BBC Iplayer for free.

Alan - WCF report referenced the motions, could the board see them in advance and what the boards positions are on the motions?



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●Vinny - to investigate whether the board can get WCF meeting Motions in advance [25/09/2023.07]

CEO Flash Report - Haven't finalised the Sportscotland underspend, but will be done asap, we have been allowed to spend 3.5k on digital from this underspend

The Chair and I attended the BC board meeting, and raised the point that a number of BC coaches don't have any coaching qualifications - this needs to be resolved which Nigel agreed.

The OKR process launched and you should see results from this in October.

The Disability Inclusion Officer position has now been advertised. SCT has agreed to partially fund this full time position.

UK Sport application has been sent, applied for an event at Aberdeen for the Europeans.

Changed the project review as pillars. Engagement analytics will be shared with the board

●Vinny to circulate the Engagement Analytics to the board. [25/09/2023.08]

Participation - we have oversubscribed to all junior competitions and thanks to those on the competitions committee.

The Board received an update on rinks asking for help.

Cultural check in, using an app over the last few weeks called 'Office Vibes' developing people analytics, every week we send out a pulse survey, job satisfaction etc, opportunity to gather anonymous feedback on the organisation from the workforce. Suzy replies to individuals. Salary is a regular subject, taking a holistic view of personal development inside and outside the organisation.

The selection panel for the Europeans has been scheduled for October with Mike Ferguson as Chair and Keith Prentice as the selector.

The board discussed the strategic and operational plans and the resources needed to achieve them. The CEO indicated that constructive use of the OKR process will go a long way to achieving these goals.

- **Safeguarding**

Vinny - we brought one safeguarding process to a conclusion, there might be some post event feedback we might need to look at

The CEO indicated that a review of the risk register was ongoing and that the risk management policy was live.

5. AOB and meeting feedback



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●Vinny/Fraser - a change in the Board work-plan to bring the marketing presentation forward to the next meeting was agreed meeting. [25/09/2023.09]

Susan - WCF update, we had two positions and we have asked Tom Brewster and Mike Ferguson.

Fraser thanked the board and the meeting was concluded at 19.25

A Action Summary

- Vinny- discuss and present a report on whether it is possible to get email addresses for all of the Directors through Microsoft 365 before the end of the year [25/09/2023.01]
- Vinny - Ensure the review time of the IT Policy will appear on the front page [25/09/2023.02]
- Vinny - Ensure Sponsorship Policy will reflect that any sponsorship offering over £10K must have board approval[25/09/2023.03]
- Vinny - to change the language of The Complaints Policy to reflect how complaints can be made, using 'Concern' instead of 'Complaint' initially and to avoid gender specific Pronouns. [25/09/2023.04]
- Vinny - will ensure that the policy reflects that no confidential or sensitive proprietary information will be in AI [25/09/2023.05]
- Board - 3 board members will be nominated to assist in the KPMG audit and the signing off of policies [25/09/2023.06]
- Vinny - to investigate whether the board can get WCF meeting Motions in advance [25/09/2023.07]
- Vinny to circulate the Engagement Analytics to the board. [25/09/2023.08]
- Vinny/Fraser - To organise a member of the marketing team to give a presentation at the next meeting. [25/09/2023.09]

D Decision Summary

- ☑ Board approves confidentiality policy
- ☑ Board approves IT policy
- ☑ Board Approves Sponsorship Policy
- ☑ Board approves Conflicts of Interest Policy
- ☑ Board approves the Complaints policy generally subject to language changes
- ☑ Board approve Artificial Intelligence Policy
- ☑ Board approves terms of reference in the Commercial Proposal document



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