



Précis and action points from the **Executive Council** meeting held on Monday 23 January'06 at the Glasgow Caledonian University.

Present

Jim Aitken (JCA), In the Chair
 Filippo Antoniazzi (FA)
 Juliet Balfour (JB)
 Ross Campbell (RC)
 Osla Dougal (OD)
 Mike Fitchett (MF)
 Paul McPate (PMcP)
 Lawrie Randak (LR)
 Jamie Watson (JWat)
 James Williamson (JWil)

In attendance

Stewart Fowlie (SF)
 Dougie MacDonald (DMacD)

Apologies for Absence
 Raleigh Gowrie

ACTION

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. Everyone was welcomed, with especially warm greetings extended to Paul McPate (representing the Competitions' Committee) and Dougie MacDonald (senior lecturer in sport with Inverness College, attending in an observer status on behalf of the University of Highlands and Islands, and the FE sector).
2. JCA undertook to record and circulate notes of the meeting.

JCA

HOMOLOGATION

3. *Meeting of 25 November'05* – the précis of the 3rd Executive Council meeting was reviewed and approved as an accurate record.
4. *Matters Arising:*
 - a. Advocacy– JCA and SF attended the joint sportscotland/Scottish Sports Association reception at the Scottish Parliament in December. This had proved a convivial affair, offering valuable networking opportunities. Whilst attendance had been most worthwhile, it had again cast up knowledge gaps around the potential/contribution of the sector to Scottish Sport, and formation of SUS. Executive concurred that recent press releases should help boost awareness, though it was decided to produce a general briefing on SUS for distribution to key partners.
 - b. Review of University Elite Sport– JCA noted that the draft report would be published soon by sportscotland. This was welcomed.

SF / JCA

POLICY AND RESOURCES

FE networking

5. DMacD was invited to comment on student sports activity within FE. He spoke

enthusiastically about the role of Colleges in delivering FE and HE courses, and looked forward to the opportunities arising from the emerging UHI consortium. DMacD admitted that FE network communications were limited in the main, and there was no real tradition in providing competitive sport outlets, or health and fitness programmes, for students. This was curious and somewhat surprising given Colleges delivered a raft of high quality sports related courses, boasted good practical facilities and enjoyed strong support from Senior Officials in encouraging extra curricular involvements, especially health related.

6. There was a wide ranging discussion and Executive endorsed DMacD's view that the FE sector possessed enormous sports (an physical activity) development potential, which could extend onto linkages with SUS over time. More immediately, sportscotland should be encouraged to develop its initial approaches with the FE sector, and perhaps champion an audit to ascertain activity levels and development opportunities.

Universities should also contemplate forming partnerships with colleges at local level. The discussion concluded with DMacD recording his backing for SUS and agreeing to continue to serve on the Executive as an FE observer, as time allows. With this, LR circulated details of an upcoming one-day Conference at Bell College on 'Sport, Leisure and Fitness'. DMacD was thanked wholeheartedly for his address.

Arrangements for Invoicing member institutions

7. JCA/SF stated that member invoices were prepared, and awaiting issue. These would be released when a new SUS bank account had been established (imminent) and once member institutions had clarified where invoices should be sent.
8. Time was spent discussing the cautious response from some Universities. After consideration, Executive re-iterated the agreements made at the previous meeting, and decided to:
 - a. Arrange face-to-face meetings with the minority of Institutions who had not yet responded (Napier; Paisley; QMUC; UHI) or who were not in favour of the funding plan (Glasgow Caly, arranged after meeting; Strathclyde) to explain the reasoning to them.

JCA/SF

JCA / MF
/ SF

SUS office location

9. MF reported on the tendering process for the SUS offices. He reminded Executive that two notes of interest had been received (Universities of Edinburgh and Stirling) though Stirling had subsequently withdrawn. UoE had complied with tender requirements and submitted a detailed bid (with three office location options) by the due deadline of 19 December. This had been followed by a thorough site visit (MF; RC; SF) and meeting with UoE officials on 9 January'06. MF noted that this visit had proved most worthwhile in determining the best option for SUS, and in negotiating some of the finer points of detail. Final and formal clarification on the financial aspects had been received from UoE on 23 January'06.
10. MF detailed the negotiated settlement around UoE's offer. This was fully compliant with the tender specification, and would include: exclusive use of three self contained offices on the 3rd floor at 48 Pleasance (same building as EU Sports Union and Scottish Volleyball, 20m from Pleasance Sports Centre, with excellent city centre location, transport networks and parking), with access (same floor) to a large meeting room, kitchen and toilets. UoE to offer 5 year initial term (renewable), including free rental, utilities (SUS to cover phone) and internet access (SUS to cover MIS user support and printing/copying costs);

office furniture; initial office decoration; provision of desktop computer and two laptops (SUS to depreciate, and cover life cycle replacement); ample storage; and new main door signage. UoE's Centre for Sport and Exercise to employ staff, bringing benefits in terms of free training courses, library access, integration, plus complementary membership of CSE. The offices would be available during the w/b 6 March'06. With this, MF complimented the quality, professionalism and generosity of the UoE's offer, and he strongly commended it to the Executive.

11. There was a discussion, and Executive unanimously endorsed MF's recommendation. UoE would host the SUS offices until 2011, and likely beyond. With this, MF, RC and SF were thanked for brokering this arrangement on behalf of the Executive.

Corporate Identity

12. SF gave an update. The new corporate id had been revised slightly following comments at the SUS Xmas Seminar, and this had now been produced in all its required forms. Moreover, Shaw Marketing and Design had produced a meticulous specification sheet on how the 'id' should be applied. Executive welcomed this, and SF undertook to circulate the logos and specifications for perusal and use.

SF

Staff Recruitment Plan

13. JCA introduced paper SUS(EX)m4~1 and highlighted its key points and recommendations. After lengthy consideration, it was agreed to adopt the proposed recruitment timetable, endorse the AA2 grading of the SM/EO posts and to form an interview panel, comprising: JCA (chair), FA (DoS rep), JW (AU Pres rep), LR (sportscotland rep), plus depending on post, JB (as Chair of PAC) and RG (as Chair of CC). Interviews to be held at SUS offices during w/b 6 March. JCA to co-ordinate selection process and interview panel.

JCA

Business Plan

14. JCA reported that SUS' provisional business plan had successfully navigated through the consultation phase. It would now be presented formally to sportscotland, even though some of the 'hard' targets still needed to be proposed/approved by the engine room committees. Not with standing that, the document presented a powerful case on behalf of the HE sector. LR concurred with this view, and recommended that some further prioritisation within the plan would be helpful. He added that the plan would now go before sportscotland's senior management team, and committee stages. A decision on funding support would be known within a couple of months. Executive welcomed this update and yet again commended the plan to sportscotland. JCA thanked MF for his input to the drafting stage, and praised SF for his outstanding contribution in producing the plan.

MF / SF

Engine room updates

15. Committee Chairs were invited to report on their activities over the past two months.

Competitions Committee (CC)

16. In the absence of RG, PMcP gave a brief overview on behalf of CC. Two meetings have been held and the scope of the task ahead was becoming clearer, with much to do (club development; SDC support; NGB lobbying; BUSA competition formats; volunteering; network communications, and so forth). CC had now reached tacit agreement on the current year's funding plans for SUS sports, and was now looking to consider where resources might best be deployed in future years. PMcP spoke animatedly about the prospect of arranging an SDC/NGB exchange day, which would broker a group of sports coming together to discuss issues of specific and general interest. Executive supported this initiative warmly. PMcP noted that the next CC takes place on 3 Feb'06.

17. SF reported on planning meetings with Kim Atkinson, NTM for BUGs'06. Work in appointing national coaches, and arranging selection trials, are all well advanced. SF/KM are also hoping to make a site visit to Swansea ahead of the Games (10-13 April) so that teams can be briefed fully on the facilities. SF also updated Executive on very productive exchanges with Scottish Rugby and Sailing, amongst others. He was also due to have discussions soon with Perkins Slade on insurance matters. Executive welcomed this positive progress, and was delighted to hear JWil's announcement that the first official SUS representative team had taken part in the recent Edinburgh International Cross-country Event (televised), winning the men's inter district title.

Professional Development Committee (PDC)

18. OD started her update by reflecting on the triumphant SUS Xmas seminar at RGU on 15 December. Over 70 people attended a thoroughly enjoyable and productive day. Judith Ramsay is now collating the feedback from the afternoon consultation session, from which PDC will prioritise actions. Huge thanks were extended to OD for her work in arranging the seminar, and to FA and his RGU team for their excellent hospitality. OD continued by saying PDC were next meeting on 7 Feb, where they would be considering the need for printed promotional info on SUS, web site and arrangements for the inaugural SUS conference in June (Edinburgh).

Physical Activity Committee (PAC)

19. JB provided a typically upbeat report from the PAC meeting on Tuesday 17 Jan'06. This had continued the process of identifying key objectives for the year, including how best to link with and influence key agencies, both locally and nationally. JB added that there might be merit in pursuing *Active* – ILAM's Health and Physical Activity Recognition Programme, and the Executive supported this view. With this, JB undertook to explore the matter further. JB's concluded by noting that Jackie Davidson (UoA) and Alan Francis (UoG) had been co-opted onto PAC to replace Steph Tibbert (UoG), who was departing to work overseas.

JB

20. All Committee Chairs were thanked and congratulated on their updates.

Volunteering Development

21. SF introduced sportscotland's discussion paper on the emerging Volunteering and Club Development Demonstration programme. After discussion, Executive expressed its wholehearted and enthusiastic support for the proposals, which resonated exactly with what SUS was seeking to do. After more deliberation, it was decided that JCA/SF should submit a funding proposal to sportscotland by the end of the week.

JCA/SF

Other business

22. *Health Check* – JCA stated that huge progress had been made over the last four months in establishing SUS, and he expressed his indebtedness to the Executive and its Committees for their selfless and tireless work to date. Executive agreed and stated that they were still completely engaged with the process and committed to building on the promising start.
23. *Glasgow's Commonwealth Games Bid* – Executive supported JCA's suggestion that SUS should write in support of Glasgow's bid to host the 2014 Commonwealth Games.
24. *Next meeting* – to be held during the w/b 6 March'06.

JCA

All

The meeting closed at 1415 hrs with a vote of thanks to all concerned, and gratitude to Glasgow Caledonian University for hosting the meeting.