



Précis and action points from the **Executive Council** meeting held on Thursday 11th May in the Gallery of the Sports Centre at St. Andrews University.

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

In attendance
 Stewart Fowle (SF)
 Dougie MacDonald (DMacD)
 Jacqui Stone (JS)
 Calum Wood (CW) – item 3c only

Apologies for Absence
 Osla Dougal (OD)
 Raleigh Gowrie (RG)

ACTION

WELCOME, INTRODUCTIONS AND SCENE SETTING

1. Everyone was welcomed especially SF and JS as first official meeting in their new posts, and apologies for absence noted.

HOMOLOGATION

2. *Meeting of 17th March 2006* – the précis of the 5th Executive Council meeting was reviewed and approved as an accurate record.

3. *Matters Arising:*

- a. Staff Appointments / Office Accommodation –SF and JS have now moved into the offices in 48 Pleasance. Phones and computers are installed but photocopier/printer yet to arrive. A notice will be sent round shortly with full contact details for the new office.

SF/JS

- b. Volunteers – SF to press volunteering issue with Christine Mullen at sportscotland as had heard nothing back since the last meeting.

SF

- c. Elite Sport Report – CW, an Achieving Excellence Partnership Manager from sportscotland attended the meeting to update on the Elite Sport Report. He thanked the group for feedback. The report has been reduced down to 25 pages and a number of recommendations have been made that need to be taken forward quickly. Three were highlighted for action: 1. sportscotland to convene a forum in the next 6 months to discuss the way forward; 2. How additional resources towards University Sport (e.g. TASS) could be utilised; 3. Whether potential interns should be linked to area institutes of sport.

After discussion the proposals were strongly endorsed and it was agreed that the ‘forum’ should meet sooner rather than later to set the agenda for work needing completed. It was questioned who would run the forum and agreed as a sportscotland think tank with help from other areas. First forum should be strategic – this is what we need to do, how to do it, who to involve. Discussion closed with SUS Exec welcoming and supporting the report.

Action: Presentation at Conference. SUS supports the forming of strategic group. Need the report in a printed form so it could be presented to delegates of the conference. At the conference it will also be reported how the group will be made up and when it will be meeting. JCA/CW to advance the detail.

CW/JCA

POLICY AND RESOURCES

BUSA Feedback

4. SF/JCA met with Ian Randell and Mark Brian from BUSA. This was a positive exchange. Three main areas were raised: 1. operations – how to link SUS with BUSA committees; 2. development – BUSA is pushing joint working with UCS but this is approx 18 months away; 3. financial commitment.



Much was discussed including BUSA's initial £10,000 support of SUS, and these issues would have to be developed over time. Some philosophical differences were evident, though the commitment to partnership working was absolute. The Exec agreed to invite IR to the conference.

JWil updated that in January the BUSA General Council voted on movement towards a new structure where the committees would be replaced by a board. This would have 4 non student directors, 4 students and a possible 2 more posts co-opted alongside the chair. There is also a proposed new BUSA constitution but as yet no job descriptions for the board positions.

JCA stated that BUSA were looking to modernise and there is potential finance coming in to make things easier. BUSA may develop to have SUS like structures throughout the UK. It was asked whether next year Universities will still be paying to BUSA and SUS. The answer was yes but in August SUS are looking for a more generous funding settlement. A central issue is who owns programme – SUS or BUSA. SUS must look at what members really want from BUSA and then take this forward, especially with regards to next year's financial contributions.

SF/JCA

Financials

5. JS handed out example of the way the accounts will be presented. This will come in the form of a monthly summary showing incoming and expenditure as well as year-to-date figures. This year the accounts will be from February to July pro rata and then a full year will begin in August. At the AGM it was agreed a statement of the accounts will be presented with projected figures for June and July and the full first year accounts will be presented at a Christmas EGM to ratify them. It was suggested to approach David Beattie to ask if he would carry out the internal audit for this year.

JS

6. It was not possible to update with how we stood against the budget at this time. The updated accounts will be prepared and sent round the Exec in the next couple of weeks. It was noted that we are not as far on in terms of income as we would have hoped so JS to chase for missing money from institutions.

JS

7. SF submitted a report drafted by Glasgow Caledonian University about membership fees. Exec Members were asked to take a look at the document and pass any comments to SF by 19th May. It was felt that SUS should approach the AGM with a clear idea of what the contributions will be for next year. Members from Glasgow Caledonian were thanked for providing this new information.

All

ENGINE ROOM UPDATES

Physical Activity Committee (PAC)

8. JB highlighted that she was worried about problems with one of her committee members – John Barr as he had not been in contact at all since December despite countless attempts to reach him. She would like to see tighter definitions of the roles committee chairs and committee members perform and to establish what the actual time commitment was. PAC had been unable to convene another meeting since January. This is partly due to most of the committee members being teachers and thus finding it hard to get time off. It was felt a contract should be drawn up for being on a committee prior to the AGM that members would sign.

JS

It was indicated that the Chair of Exec should contact Directors/ SU Presidents to assure an agreed level of commitment to SUS activity. It was proposed to set all dates for the meetings for the year in advance so people would know when they are. This was thought to be a good idea.

SUS to write to committee member's line managers after AGM to say this is what they have signed up to and smooth the way for time off for meetings.

The next PAC meeting is scheduled for the 25th May and the committee statement will be signed off at the meeting.

JS/SF

A useful meeting was had with Cath Coombs from ILAM concerning self-assessment. It was hoped to identify longer term aims to look at Professional Development after the Audit. Cath has been invited to the conference to sit on a panel discussion about Physical Activity. JB asked if SUSPAC could organise an Active Age Festival this year to be held in September at Heriot Watt. JS to help organise. This suggestion received broad support from the Exec.

JB/JS

Professional Development Committee (PDC)

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| <p>Conference</p> <p>9. JCA gave an upbeat account of arrangements for SUS conference, still waiting to hear back from some speakers. It is hoped for around 100 delegates. The Exec were urged for people to be invited that would not normally think of coming such as departmental staff and union exec members etc.
The 7th June would see a training day for old and new Presidents.
The notion of an Honorary Patron was mentioned – further discussion needed.
It was reminded there needs to be an administrators’ forum at the conference.</p> | All |
| <p>AGM</p> <p>10. Finance will be a statement of accounts ratified at Christmas EGM. The Notice of the AGM and Call for Business was set to be sent out on 12th May with deadlines for business to JS by 26th May. Nominations for committee members can be made at any time prior to the meeting in writing to JS. The SUS Committees and Forums will be asked to produce an annual report in the form of progress against an annual plan. It was noted that this may be difficult to do if don’t have a formal plan of what set out to achieve. If committee positions were not filled at the AGM then there may be a deferral in formalising people into those roles to be agreed at the next Exec Meeting or EGM.
JCA noted his intention to continue in post for another year. Chairs have signed up for a two-year term of office but it was hoped to stagger the two-year period so not all leaving at once. JS was actioned to identify which positions we would be voting on at the AGM and perhaps draft job descriptions for these posts.</p> | JS |
| <p>Audit</p> <p>11. The Audit Sub-Committee met on May 10th and Judith had produced a very rough draft of the content. This was checked and changes made. It is now quite a comprehensive piece of work looking at different areas that had not been focused on previously.
It would go to all 21 Universities.
John Best at sportscotland was to be contacted for some resource support.
The next step is for the draft to be completed and a pilot to go out for comments. An external person such as John Taylor would be approached to carry out the audit hopefully starting in September. The Audit Group will have another meeting post conference.</p> | AUDIT
Group |
| <p>Competitions Committee</p> | |
| <p>12. In the absence of RG, SF gave a brief overview on behalf of Comps. Good progress is being made. The SDC survey has gone out which aims to get a clearer picture of what they do and find out where SUS can help them more. A seminar for SDCs and NGBs was sought for June but it was proving hard to confirm a date.
A draft Code of Conduct to adapt BUSA rules to Scotland is being worked on by a small group of Presidents and this should be finalised in the coming weeks.
The kit tender is almost ready for release and it is expected that at least 5 or 6 suppliers will bid for this contract. This will be a mix of off-the-shelf clothing and that designed specifically for the purpose.
BUGS – 14 institutions had athletes at BUGS. Scotland finished 2nd overall behind England. There were wins for Women’s football and hockey. Overall the event was good, athletes enjoyed it and SUS was fortunate to have the services of excellent coaches and managers. SF to submit a report on the event. Invoicing to institutions will go out asap and a formal thank-you to the people involved.
Information including term dates, holidays etc has been gathered from the various institutions and this has been sent out to SDCs as a first step towards creating a solid fixture list for 2006-07.</p> | SF |
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OTHER BUSINESS

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| <p>13. <i>Office Housekeeping</i> – JS outlined that SUS were thinking of pursuing the Project Scotland route for getting an Office Administrator. This may save money and be a good partnership. The administrator could be given specific roles such as the web administration for a set period of time. The SUS office was tasked with further investigating this opportunity.</p> <p>14. <i>Sport 21 Review</i> – JCA and SF met Chris Robison who is reviewing Sport 21. They identified why SUS is important. The report on Sport 21 will be published shortly after the conference and they are keeping guarded about content until then. It is uncertain what will come out of the review but it is possible that there may not be a general target document in the future but rather a more specific delivery plan.</p> <p>15. <i>BUSA</i> – As mentioned by JWil there is to be a new board at BUSA and the job descriptions for the posts should be out next week leaving a tight time frame between that and applications closing. The AGM is the 16th June in Sheffield. JWil wanted the Exec to be aware of the BUSA points allocation review that was currently taking place. This meant that Scottish tier 1A teams are disadvantaged due to those in the Premier leagues getting significantly more points. Scotland are not able to enter the Premier Leagues for a number of reasons (resources, cost etc). Scottish Tier 1A will not be granted premier league points but some kind of concession may be made. It was also noted the BUGS 07 bid document will be circulated soon.</p> <p>16. <i>Round the Table</i> – RC was congratulated on his new appointment in a Sports Development role at Heriot Watt University.
FA offered to write up job descriptions for elected roles within SUS and this was welcomed by the group.
It was decided to look at the charges for Scottish Universities Activities in order to clarify and this will be added to the Audit questions.
The UCS conference will be in Cardiff the 27-30th June participation is encouraged.
It was agreed there should be a section on the agenda for reports from other involvements such as the forums or with external committees or some other special event.</p> <p>17. Thanks were to be recorded to the Exec as this would be last formal meeting and to St. Andrews for hosting and providing a brilliant lunch. Congratulations also to SF for being selected to the Scotland Semi-Pro Football team.</p> <p>18. <i>Next meeting</i> – there will not be another meeting before the AGM so any interim business should be conducted via email.</p> | <p>JS</p> <p>JS</p> <p>JS</p> <p>FA</p> <p>SF</p> <p>JS</p> |
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Actions List

Notice Out about Contacts	JS/SF
Contact Christine Mullen at Sport Scotland about volunteering	SF
Make decision about how many/who for Elite Sport Report Strategic Group	CW/JCA
Consideration of how to fit in with BUSA Structure and further financial discussion	SF/JCA
Accounts to be prepared and David Beattie approached for audit	JS
Comments to SF re Funding Model example	All
Tighter definitions on Committee Chair/Members roles and time commitment	JS
Post AGM write to committee member's line managers re involvement	JS/SF
SUSPAC to organise Active Age Festival	JB/JS
Encourage Participation at Conference	All
Identify posts to be voted on at AGM and look at job descriptions	JS/FA
Finalise Audit and send out pilot. Contact John Best at Sport Scotland for support	Audit Group
Set date for NGBs to meet with SDCs	SF
Kit tender to be sent out	SF
Submit BUGS report to BUSA	SF
Project Scotland Volunteer to be investigated further	JS
Uni facility charges for Scottish Universities Competitions to be clarified	SF
Section on agenda for reports from other involvements	JS