

Minutes of Meeting of the VisitScotland Board held on 28 April 2022 at VS office, Stirling (hybrid)

Present: John Thurso (Chairman)
Anne Anderson
Rebecca Brooks
Keith Nicholson
Caroline Roxburgh
Steven Walker

In attendance: Malcolm Roughead (Chief Executive)
Paul Bush (Director of Events)
Rob Dickson (Director of Industry and Destination Development)
Ken Neilson (Director of Corporate Services)
Vicki Miller (Director of Marketing, Digital and Brand)
Lynn Jack (Head of HR)

Minutes: Carolyn Churchill

INTRODUCTIONS

1. The Chairman welcomed Board members to the meeting.
2. It was noted that this would be a short Board meeting, held immediately after the Strategy Away Day, to consider various approvals being sought in relation to the 2023 UCI Cycling World Championships.

CONFLICTS OF INTEREST

3. No conflicts were noted.

EVENTS

4. The Director of Events noted that a Board meeting of the UCI Cycling World Championships had been held on 23 April and this had included several matters which were being brought to the Board for approval.
5. It was noted that this included two contracts, for event planning and delivery of the para-cycling road and individual time trial. The Board was advised that work was to be undertaken around the risk profile of spokes and mitigation that might be necessary in the final months before the event. It was noted that financial checks were in place and all necessary steps taken to minimise any risk around payments to suppliers.

6. The Board noted that in the Broadcast Committee Terms of Reference, the Chair did not have an additional casting vote and clarification was sought on any dispute resolution process in place. The ToR was approved subject to that clarification being provided.

ACTION: Management to clarify dispute resolution process in place for Broadcast Committee.

7. It was noted that the nature of the work for the Cycling World Championships meant it was necessary to bring an Extended Hours Working Policy that would be applicable in the run-up to the event. Management advised that this was standard protocol for staff working on major sporting events. Management further advised that work was also ongoing to consider matters around staff retention ahead of the event in 2023.

The recommendation to award contract for event planning and delivery services of the para-cycling road was approved.

The recommendation to award contract for the event planning and delivery services of the individual time trial was approved.

The application to tender for the technology backbone connectivity was approved.

The application to tender for the ticket agent was approved.

The Broadcast Committee Terms of Reference was approved, subject to the above action being complete.

The Extended Hours Working Policy was approved.

AOB

8. The Board asked for an update on Unboxed, which had been the subject of a presentation to the Board during its meeting in December 2021.

ACTION: An update on Unboxed to be brought to the Board in June.

9. It was noted that the Chief Executive's Executive Assistant was retiring after 33 years with the organisation. The Chair and Board expressed their thanks and best wishes for her retirement.

CLOSE

Thereafter, the meeting was brought to a close.