



**Minutes subject to approval at the next British Swimming Board Meeting**

**BRITISH SWIMMING BOARD  
Minutes of the meeting held on 16<sup>th</sup> & 17<sup>th</sup> November 2018  
Lancashire Cricket Club, Manchester**

<b>Present:</b>	Maurice Watkins	Chair
	Jack Buckner	CEO
	Ray Gordon	ASA (Friday only)
	Alex Kelham	ASA (Dial In)
	Keith Ashton	ASA
	Jane Nickerson	ASA
	Graeme Marchbank	SASA
	Fergus Feeney	WASA
	Adele Stach-Kevitz	Independent Member
	Urvashi Dattani	Independent Member
	Graham Edmunds	Athlete Representative (Apologies Friday night)
	Ian Mason	Chief Operating Officer (COO)
	Ash Cox	Director of Legal Affairs (DOL)
	Kathreen France	Head of Finance (HOF)
	Wendy Lockton	Director of Business Operations (DOBO)
	Alexei Evangulov	Performance Director - Diving (Friday only)
	Chris Furber	Performance Director – Para Swimming (Friday only)
	Rebecca McCreath	Director of Events & Communications (Friday only)
	Jeremy Beard	Haysmacintyre (Dial In Item 2 Friday only)
<b>Apologies:</b>	Peter Littlewood	Independent Member

**1 Welcome and Introductions**

The Chairman welcomed everyone to the meeting.

**2 Year End Accounts & Audit Findings**

- 2.1 Jeremy Beard from Haysmacintyre dialled in and updated the Board on current discussions around the British Swimming Accounts. It was confirmed that all the necessary audit work had been completed satisfactorily.
- 2.1.1 Under the Sports Governance Code, it was advised that some amends were to be made with regards to the Non-Executive Directors Fees, and noted that a requirement of the Code was a breakdown on how funding was spent.
- 2.1.2 It was confirmed that whilst the HPS accounts were now dormant, the accounts are still required. No audit work was required for HPS as the parent company has taken the audit exemption for a subsidiary company.

- 2.1.3 Detailed control points were discussed, and it was suggested that the position of contractors be considered in relation to being included on the payroll. The Head of Finance to consider with the Auditors.
- 2.1.4 It was advised that an amendment was required to reflect that Brabners are paid for the Chairman's services.
- 2.1.5 The Head of Finance will share the Reserves Policy.
- 2.1.6 Executive staff left the meeting at this point for the Board to discuss in a private session with the Auditor any points raised from the audit process. The Board were satisfied on any points raised.
- 2.1.7 The Letters of Representation for British Swimming and Swimming Championships 2018 were brought to the attention of the Board. The Chairman signed these letters on behalf of the Board.
- 2.1.8 The Chairman confirmed that the Board were happy to approve the reports subject to one anomaly being corrected as discussed.

### **3 Annual Report**

- 3.1.1 The Chairman thanked The Director of Business Operations for her hard work on the report.
- 3.1.2 The Board requested for a small number of formatting adjustments to be made to the Annual Report.
- 3.1.3 The Board confirmed that they were happy to approve the Annual Report subject to the few formatting amendments being made.

### **4 Presentation by Alexei Evangulov, Performance Director - Diving**

- 4.1 The Chairman welcomed Alexei to the meeting who was presenting to the Board on Performance Highlights of 2018 and Next Steps for the Diving programme.
- 4.2 The main headings of the presentation were:
- Halfway Point
  - Major Events Programme – World Cup 2018
  - Major Events Programme – European Championships 2018
  - Major Events Programme – Commonwealth Games 2018
  - Brightest Highlights
  - British Diving Mid Tokyo Cycle
  - Half Term Rio and Tokyo Cycles Comparison
  - Reflections on Mission & Vision
  - Next Steps - Milestone Targets
  - Next Steps - Selection Criteria
  - Next Steps - Holding Camp

- Next Steps - Coaches Strategy

4.3 Discussions took place regarding the location of training camps and whether any other locations were being set up. It was agreed that the option of working with other Home Nations to secure reduced rates at venues should be considered where possible. The CEO to work with the Home Nations on this moving forward.

4.3.1 The Performance Director confirmed he would be visiting China in the New Year to look into further options for a potential holding camp for Diving should the original plan not come to fruition.

4.4 Discussion took place on the coaching strategy in terms of where coaches were best positioned, and how the coaching staff could be improved if budget allowed.

4.5 Alexei was thanked for his presentation.

## **5 BOA 2020 Event Series**

5.1 The Director of Events & Communications updated the Board on the latest situation of the proposed BOA Olympic Trials event. The Board were informed that part of the partnership would include a series of docudramas that would follow emerging athletes from 7 different sports in the run up to Tokyo 2020. This could create income for British Swimming, potentially bringing in extra revenue via broadcasting of the Trials and could also have potential long term benefits for other events including Diving World Series.

5.1.2 The Director of Events & Communications advised that income to British Swimming would be a percentage of total income. It was agreed that there is a need to clarify the actual figures with the BOA.

5.1.3 The Director of Events & Communications reassured the Board that a discussion with TYR would take place to inform TYR of this opportunity to ensure there is no conflict for them as British Swimming's Official Outfitting Supplier and Partner.

5.1.4 The Director of Events & Communications advised that this deal does not currently involve Para Swimming and is not aware of any dialogue between BOA & BPA.

5.1.5 The Director of Events & Communications outlined the proposed timescales for the project highlighting the need to agree by December whether to continue discussions with the BOA on this matter. The Chairman asked the Board if they were happy to continue with discussions with the BOA and the Board were in agreement that this concept should be pursued.

## **6 International Swimming League**

6.1 The Chief Executive updated the Board on discussions which have been taking place over previous months regarding British Swimming's involvement with ISL.

- 6.1.1 Detailed discussion took place regarding ISL in light of the proposed 2018 event, which was due to take place in Turin being cancelled.

## **7 Declarations of Interest – none declared**

## **8 Minutes and matters arising from the previous meeting**

- 8.1.1 Min 58.3.8, The diving trackers have been updated with more information.
- 8.1.2 Min 60.1.2 The new structure had been circulated.
- 8.1.3 Min 61.1 The Board had received a final copy of the whistleblowing policy.
- 8.1.4 Min 61.1.3 External Board Review Action Plan had been updated and would be reviewed at the February 2019 Board Meeting.
- 8.1.5 Min 61.4.1 Culture Action Plan was being created and will be submitted at the February 2019 Board.
- 8.1.6 Min 61.7 The Annual Report had been circulated, a few amends to be made before final submission and distribution.
- 8.1.7 Min 62.3.3.Board Liaison replacements had been made, and will be picked up later on agenda items.

## **9 Finance, Audit & Risk**

### **9.1 ARC Minutes October 2018**

- 9.1.1 The minutes of the ARC meeting had been circulated and discussed. It was noted that the ARC were looking at the possibilities of finding extra resources to work on the GDPR programme.

### **9.2 Head of Finance Report**

- 9.2.1 The Head of Finance provided the Board with an overview of the 6 months management accounts to 30<sup>th</sup> September and explained the variances within the figures.
- 9.2.2 The Management Accounts included an end of year forecast and the commentary provided to the Board referred to both year to date and annual financial position.
- 9.2.3 A discussion took place regarding payments from LEN and the Chief Executive advised the Board that correspondence had been sent to LEN on this.
- 9.2.4 The Board were updated that tickets for the Diving World Series (taking place in May

2019) had gone on sale. It was confirmed that money would be budgeted into next years accounts.

- 9.2.5 The medical cover costs were questioned and the Head of Finance will discuss this with the Events team to clarify medical cover at British Swimming Events.

### **9.3 Guidance for Matter Reserved for the Board**

- 9.3.1 It was noted that the contracts process needs consideration The Director of Legal and Head of Finance will explore this.

- 9.3.2 Discussion took place regarding press releases and it was agreed that these would be dealt with on an individual basis and be reflective of the urgency of the matter arising.

- 9.3.3 A discussion took place regarding Executive Appointments and the processes in place for this.

- 9.3.4 The Head of Finance will review the authorisation levels for contracts.

### **9.4 Treasury management Policy**

- 9.4.1 It was decided that the Treasury Management policy would be reviewed further and discussed again at the February 2019 Board.

## **10 BS Authorisation Matrix**

- 10.1.1 Following discussion, the Head of Finance will review the authorisation levels for contracts.

## **11 Chairman's Report**

- 11.1.1 There was a further discussion on the ISL and it was agreed that this matter will be closely monitored over the coming months and the Board will be kept updated as required.

- 11.1.2 The Board were updated on the applications for both Artistic Swimming and Water Polo which had been submitted to UK Sport as part of their Aspiration Fund. The results of applications will be announced next year.

COO left the meeting.

- 11.1.3 The Chairman updated the Board on discussions which had been taking place with Ian Mason in respect of maintaining a relationship with Ian Mason as a consultant once Ian Mason leaves the business. . A conflict of interest was raised with Swim Wales advising they had also approached Ian Mason to discuss him doing some work for Wales. This will be managed.

COO Returned to the meeting

## **12 Strategic Issues**

- 12.1.1 The British Para Swimming Culture Health Check was discussed in detail. The Board

are working with the Performance Director of Para Swimming on some of the issues that have arisen from the report and putting in place improvement strategies.

12.1.2 The CEO & COO will be meeting with UK Sport to discuss the findings of the Culture Health Checks.

12.1.3 The COO to send the full report from all disciplines to the Board.

12.1.4 A detailed discussion took place regarding the welfare of athletes. The Board were in agreement that a structure is required to support athlete welfare from grass roots through to the World Class.

## **12.2 BS Strategy Alignment with reporting**

12.2.1 The CEO advised that the February Board would not have a COO report due to the departure of the COO. The CEO and COO are working with the DOBO to agree how reports will look going forward, with a view for these to reflect the Strategic Plan where possible.

## **13 Points arising from Executives Reports**

13.1.1 Board attendance at Tokyo 2020 was discussed. Bearing in mind the extremely high costs to send Board members to Tokyo the Board felt that only the Chairman and the CEO would be required to attend. It was also agreed that logistical support would be provided to other Board members wishing to attend the Games on a self-funded basis.

13.1.2 With reference to point 8.4.1 of the COO report it was requested that Stirling is removed under the national centre heading as it is no longer a national centre.

## **14 Items for Decision**

14.1.1 Confirmation of Board liaisons

14.1.2 The Board discussed the 2 open vacancies for Board liaisons and following this it was agreed that moving forward Graeme Marchbank would become the Para Swimming Board Liaison and Jane Nickerson would be the Artistic Swimming Board Liaison.

14.2 Nominations Group

14.2.1 The Director of Legal provided the Board with draft Terms of Reference for the Nominations Group and discussion took place. The Director of Legal was asked to clarify whether a limit should be set in terms of the authority to obtain professional advice on any matters within the terms of reference.

14.2.3 The Director of Legal informed the Board that 2 vacancies exist on the Nomination Group being x1 Independent Member and x1 National Representative. It was agreed that Fergus Feeney (National Representative and Adele Stach-Kevitz (independent Member) would take up these positions joining the Chair and Peter Littlewood (Senior

Independent member) on the Nomination Group.

14.2.3 The Board were happy to approve the Terms of Reference providing the point regarding authority as was discussed was clarified.

14.3 Board Skills Matrix

14.3.2 It was discussed that the matrix ties in with the external board evaluations. Following the discussions, the Director of Legal will work with the CEO to prepare an update for the February 2019 Board.

## **15 September 2019 Board Meeting date**

15.1 The September 2019 Board meeting will take place on 20<sup>th</sup> & 21<sup>st</sup> September, with a venue to be confirmed.

15.1.2 The Director of Business Operations will look into options and circulate to the Board.

## **16 Board Liaison Updates**

### **16.1 Swimming**

16.1.1 David Carry advised that his focus was to network with the athletes at the Sports Awards and talk about how they were feeling around current decisions being made about ISL, and other events. He and Alex Kelham to talk to Chris Spice about attending some camps in the future to further continue dialogue with athletes and coaches.

### **16.2 Diving**

16.2.1 Adele Stach-Kevitz updated the Board on her and Urvashi Dattani's plans for arranging visits to the High Performance Centres over the coming months before the team move on warm weather training. Adele felt that the team were in a good position, with some strong medal hopes in the run up to Tokyo 2020, as had been demonstrated in the Performance Directors detailed presentation the night before.

### **16.3 Para Swimming**

16.3.1 Graham Edmunds advised that while he was unable to attend the recent Para Swimming Conference, the feedback was very positive. Graham felt that the ARG (Athlete Representative Group) is coming on in leaps and bounds and good discussions are being made amongst that group. Moving forward he & Graeme Marchbank will work together to attend events whilst working on plans for working with athletes and staff.

### **16.4 Artistic Swimming**

16.4.1 Jane Nickerson thanked the Board for the opportunity to be part of the liaison group. Jane updated the Board on her recent attendance at team training and suggested that a tracker is put in place to be brought to the Board in the future. There are still discussions around an Artistic Swimming hub for training but nothing formal as yet has been agreed.

### **16.5 Water Polo**

16.5.1 Fergus Feeney discussed the continuing difficulties due to lack of funding, but advised that he and the CEO had put together an application for some funding via the Aspiration Scheme. In terms of results it has been a good year with the teams performing well. Jane Nickerson informed the Board that Water polo had received circa £50k budget which was a split between Sport England and Swim England to enable the team to secure a training facility in Manchester.

16.6 **High Diving**

16.6.1 Keith Ashton advised the Board that funding of £75k had been received from Sport England to assist with looking at a facility. The CEO informed the Board that he is continuing discussions with Adrenaline Quarry in Cornwall as a potential training base.

17 **AOB**

17.1 The group discussed what message we should be giving to athletes and staff about ISL. The CEO suggested that a statement be produced and circulated to the Board.

17.2 The future recruitment of a senior member to assist with commercial work was discussed, but the Board confirmed that no budget was available at the moment to consider this.

18 **Date of Next Meeting - 8<sup>th</sup> & 9<sup>th</sup> February 2019, The Pullman Hotel, St Pancras, London.**