



Minutes subject to approval at the next British Swimming Board Meeting

**BRITISH SWIMMING BOARD
Minutes of the meeting held 12th-13th June 2015
Hilton Hotel, Cardiff**

Present:	Maurice Watkins	Chair
	David Sparkes	Chief Executive
	Simon Rothwell	ASA
	Ray Gordon	ASA
	Alex Kelham	ASA
	Maureen Campbell	SASA
	Robert James	WASA
	Peter Littlewood	Independent Member
	Craig Hunter	Independent Member
	Mike Power	Independent Member
	Graham Edmunds	Athlete Representative
	Ian Mason	Director of World Class Operations
	Ash Cox	BS Head of Legal Affairs
	Wendy Lockton	Administrative Support

By Invitation (Friday only):

Allen Bewley	Chairman – Swim Wales Board
Angharad Rowe	Board Member – Swim Wales Board
Martyn Woodroffe	Board Member (designee) – Swim Wales Board

Apologies:	Adele Stach-Kevitz	Independent Member
	Kathreen France	Group Finance Manager

Min No

24. Welcome and Introductions

- 24.1. The members of the Swim Wales Board present for the Friday evening session were welcomed to the meeting and introduced to the British Swimming Board members.
- 24.2. The Chairman informed the Board that Melanie Beck would not be in attendance to present on High Diving as originally planned due to train delays.

25. Presentation by David Sparkes, Chief Executive

- 25.1. David Sparkes presented to the Board on the activity and achievement since London 2012 and also outlined the challenges for the future. The main headings were:
 - 1. Performance
 - 2. Influence
 - 3. Governance
 - 4. Business
 - 5. Future
- 25.2. All Board members present were invited to comment on the presentation.

- 25.3. A discussion took place regarding participation following the recent announcement of a further decline of participation numbers in England. An overview was provided to the Board with regards to participation in Scotland and Wales.
- 25.4. It was highlighted that the perceived decrease in participation within the sport is not helpful in terms of attracting potential new commercial partners and a detailed discussion took place regarding this matter. It was agreed that whilst participation figures appear to have decreased there are a number of good news stories that need to be taken into consideration and portrayed when speaking to potential new partners.
- 25.5.. The Board were in agreement that a story regarding Swimming as a sport is essential in terms of attracting new commercial partners going forward and it was stressed that this needs to be a uniformed narrative across all of the home nations with all home nations working collaboratively on this matter. A meeting between the Chairmen and Chief Executives of the home nations is scheduled for June where the Swimming story brief for consultants to respond to will hopefully be collectively agreed.
- 25.6. The Chief Executive was thanked for his informative and interesting presentation.
- 25.7. The members of the Swim Wales Board were thanked for their contributions.
26. **Apologies**
- 26.1. The absence of Adele Stach-Kevitz and Kathreen France was noted.
27. **Declarations of Interest** – None declared
28. **Minutes of the Meeting held 18th April 2015**
- 28.1. The Minutes were agreed as a correct record of the meeting.
29. **Matters Arising from the Meeting held 18th April 2015**
- 29.1. **Min 16.2** - The Board confirmed they had recently received copies of the SPV meeting Minutes. It was requested for Minutes for future meetings to be circulated in a timely manner.
- 29.2. **Min 17.6** - The Board were provided with an update with regards to the ongoing arrangements of the Awards Dinner. It was suggested that the Board give some thought as to whom they would like to invite to this event. It was agreed that events like this are an important part of the British Swimming PR and Communications Strategy.
- 29.3. **Min 17.11** - The Board were provided with an overview on the activity that has taken place with regards to the 2 outstanding World Records from the 2014 European Championships. Discussion took place on this matter. The Board were assured that all endeavours are being made to rectify this issue and the Board will be kept up to date on this matter going forward.
- 29.4. **Min 20.3** - The Board were informed that the account with Coutts bank has now been opened.
- 29.5. **Min 18.1** - The Chief Executive alerted the Board to the exchanges that have been taking place between British Swimming and UK Sport regarding the small team for the IPC World Championships in Glasgow in July 2015. It was agreed that the

NPD should continued to be supported on this matter.

- 29.6. The Board were informed that discussions continue to take place between British Swimming, Glasgow and LEN in terms of the contract for Glasgow 2018. The Board were updated that another meeting is taking place in July and the Chief Executive is hopeful that the contract will be finalised by the end of the summer.

30. **Report of the Director of World Class Operations**

30.1. **Non- HPC Support – Swimming & Open Water**

- 30.1.1. The Director of World Class Operations drew the Board's attention to the papers regarding Non-HPC Support for Swimming and Open Water that had been circulated prior to the meeting. The Board expressed they were comfortable with the attention which all Podium athletes are receiving whether they are based in a Centre or not.

- 30.1.2. It was noted that no paper was required for Diving as all Podium athletes are based in a Centre.

- 30.1.3. The Director of World Class Operations updated the Board that following discussion at the previous Board meeting in April the TIP conditions had been adjusted accordingly.

30.2. **Para-Swimming NPC Athletes June 2015**

The Board were provided with an update on the progress made in terms of the number of athletes currently based within the National Performance Centre in Manchester. It was agreed that the approach of encouraging athletes to move to be engaged with the Centre is the correct approach.

30.3. **UK Sport Tokyo Planning Timeline**

The Director of World Class Operations updated the Board that thoughts have already turned to the Planning for Tokyo. It was agreed that whilst attention needs to be given to this matter it is important it does not deflect from performance in Rio. The Board were informed that draft consultation Strategies for the sports will be brought to the next meeting in September to allow the Board to offer their views.

30.4. **FINA Diving World Series**

The Board were provided with an overview of the results from the FINA Diving World Series. Discussion took place on this matter. It was agreed that whilst these were the best results ever gained with divers now winning medals in all world series events and multiple athletes reaching the podium that the real challenge will be the World Championships in Kazan in August 2015.

30.5. **Performance Tracking**

- 30.5.1. The Board were informed that tracking reports have now been aligned with the Board meetings. The Board agreed these are useful tools.

- 30.5.2. It was raised that the Head Coach Progress column on the Swimming Tracking Document was very helpful and it was agreed this would be added to the Tracking document for Para-Swimming. The Board were asked to raise any further specific issues with the Director of World Class Operations or the Performance Directors.

30.6. **Performance Management Groups (PMG's)**

- 30.6.1. The Board were updated in terms of the recent activity of the PMG's. It was agreed that on the whole these are working well and that the Board will take stock after

Rio 2016 to potentially reshape the format and membership of the PMG's.

- 30.6.2. Discussion took place with regards to the PMG having access to Board papers that are relevant to the PMG to allow them to have a greater understanding of the matter. It was highlighted by the Director of World Class Operations that the Performance Directors are made aware of relevant matters at the Senior Management Team meeting and they should update the PMG's accordingly.
- 30.7. **Officials** - Discussion took place regarding officials in diving as the Board felt GB are at an advantage if we have a qualified judge at an event as part of the judging team. However, it was agreed that there are budgetary implications to this and discussion took place whether the costs of this should come from the Performance or International Influence budget. It was agreed this matter would be reviewed again going forward. However it had been agreed that International Judge development was essentially a Home Country responsibility.
- 30.8. **British Championships** - Discussion took place regarding the quality of the British Swimming Championships which were also the trials for the World Championships. Feedback was provided in terms of the commentary at the event. The Board were asked to feed back directly to the Director of Events any further comments.
- 30.9. **Diving Olympic Holding Camp** - The Board were informed that the NPD for Diving has been pressed in terms of making a decision as to where the Olympic holding camp will take place. The Board urged for the NPD to make a decision on this matter in the near future.
- 30.10. **Olympic Tickets**
The Director of World Class Operations updated the Board with regards to the final allocation of Olympic tickets which currently does not meet the needs of the Board, as discussed at the previous Board meeting in April. The Board were assured that the Chief Executive will work closely with FINA in order to access more tickets.
31. **Report of the Chief Executive**
- 31.1. **Free School**
The Board were updated that British Swimming is still keen to take up the free school idea and work is being done alongside the ASA in terms of trying to encourage the ASA to utilise some talent funding for this project.
- 31.2. **2019 European Junior Championships**
The Board were informed that a bid is on the table for Aberdeen to host the 2019 European Junior Swimming and Diving Championships alongside a bid from Russia. The Board were asked if they would be happy to delay the bid to host the event in 2020 if necessary and the Board were unanimous in agreeing they would be.
- 31.3. The Chief Executive provided the Board with an update on the swimming National Centres outlining that the relationship with Bath University is excellent but there are some challenges in terms of Loughborough University.
- 31.4. The Chief Executive of Welsh Swimming expressed his thanks to British Swimming in terms of their support in the bid for the 2018 IPC European Championships in Swansea.
- 31.5. **Sponsorship**

- 31.5.1. The Chief Executive reassured the Board that extensive work is being done in terms of trying to attract new commercial partners and provided the Board with an overview of discussions that are currently taking place with potential new partners. It was agreed that the recent news regarding participation is not helpful and the Board agreed it is imperative that the Swimming Story, as discussed the previous evening, is finalised in the near future so that this can be the selling point to potential future partners. The Board agreed that a short term and long term strategy is required in order to address the issue of a lack of commercial partners.
- 31.5.2. It was discussed that Board members may already have connections with companies that discussions are taking place with. The Chief Executive agreed to share the list of companies with whom discussions are taking place so that if a Board member has a connection with any of them this is brought to the attention of the Chief Executive and taken advantage of.
- 31.5.3. Discussion took place regarding the SMAM contract. The Board were updated that British Swimming are contractually tied in with SMAM until post Rio 2016. It was agreed the Head of Legal Affairs would bring a summary of the contract with SMAM outlining the terms and conditions and end of contract date to the next meeting in order for this matter to be picked up again.

32. **Report of the Head of Legal Affairs**

32.1. **Governance**

The Head of Legal Affairs updated the Board on the proposed changes to the current corporate structure following expert external advice. The Board approved the creation of a named specific purpose trust account.

32.2. **Child Safeguarding Procedures**

32.2.1. The Head of Legal Affairs thanked Wales, Scotland and the aquatic disciplines for their help and input into creating the Procedures.

32.2.2. The Head of Legal Affairs advised the Board that this is a British Swimming Procedure underpinned by the three Home Country Child Safeguarding / Protection Policies.

32.2.3. Some discussion took place regarding officials and DBS checking (PVG checks in Scotland). The Head of Legal Affairs informed the Board that, in England, Officials are not subject to DBS checks as this position does not fall within the regulated framework for checking. The position is different in Scotland, which is governed by a different jurisdiction.

32.3. **Athlete Selection Appeals**

32.3.1. The Head of Legal Affairs updated the Board on selection appeals following a recent appeal against non-selection to the World University Games.

32.3.2. Detailed discussion took place regarding this matter. It was agreed that creating a robust structure for appeals is essential in what will be an Olympic year, including appropriate minute taking during selection meetings.

32.3.3. A suggestion was made by the Board that consideration should be given to how British Swimming initially responds when a notice of appeal is received. Further, it was proposed that consideration should be given, where possible, for a more personal touch to be taken with the athlete.

32.3.4. The Head of Legal Affairs will provide a detailed report to the Senior Management Team for consideration and then a report to the September Board meeting.

32.4. **Olympic Accommodation**

32.4.1. The Head of Legal Affairs updated the Board and provided a detailed overview on arrangements for Board accommodation in Rio.

32.4.2. This included due diligence information that had been undertaken to date on the Company and Agency through which the accommodation was being booked. The Board requested that the Company provide some clarification on the financial statements and a more detailed background of previous sports organisations that have used the Company's services.

32.4.3. The Board agreed that if responses to the above points are suitable then, with some risks identified, British Swimming should proceed with the booking. Attempts should be made to make all payments by credit card to offer some insurance coverage.

32.5. The People Matters report was noted.

33. **Report of the Group Finance Manager**

33.1. The management accounts were noted.

33.2. Discussion took place in relation to the rebate that the ASA has received from the Lloyds bank loan for office space. The Board agreed that the ASA should now be invoiced for this money.

33.3. Discussion took place regarding the home country contributions. It was agreed this will remain the same for the current quadrennial but the Board expressed a wish to review this at an appropriate time for the next quadrennial.

33.4. **Audit and Probity Committee**

33.4.1. An update was provided to the Board on this matter following discussions at the previous Board meeting where the Board agreed the time was right to establish a British Swimming Audit Risk and Probity Committee. It was agreed that the ASA would be informed that with immediate effect British Swimming would not be attending future Audit and Probity Committee meetings alongside the ASA.

33.4.2. Discussion took place regarding the recruitment for a new Chairman for this committee. It was agreed that once in post Mike Power would work with the new Chairman to establish a smooth transition.

33.4.3. The Board agreed that new Terms of Reference for the Committee need to be established but this task should wait until the new Chairman is in post so that they can implement their views on this.

33.4.4. Mike Power was thanked for his ongoing support in this area.

34. **Report of the Head of Communications**

34.1. The report of the Head of Communications was noted.

34.2. **British Swimming Website**

The Chief Executive suggested to the Board that it would be useful to have Board representation on the Operational group working on the detail with regards to the new British Swimming website. It was agreed that Adele Stach-Kevitz and Alex

Kelham would sit on this working group along with Rebecca Power who works for Google.

35. **British Swimming Risk Management**

35.1. The Board noted that Rakesh Vaitha, Group Internal Audit Manager, continues to do a good job in this area. The Board were in agreement that this area is working very well and the report enables the Board to understand the risks that the business faces.

36. **British Swimming Annual Report**

36.1. Discussion took place regarding the reporting timeline for the British Swimming Annual Report. The Board were in agreement that the Excellence Updates should be brought in line with the competitive season, 1st October – 31st September.

37. **Date of Next Meeting** – 4th-5th September at the Crowne Plaza, Birmingham NEC

There being no further business the meeting closed.