



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

**BRITISH SWIMMING BOARD  
Minutes of the meeting held 7<sup>th</sup> February 2016  
Pullman London St Pancras**

<b>Present:</b>	Maurice Watkins	Chair
	David Sparkes	Chief Executive
	Ray Gordon	ASA
	Alex Kelham	ASA
	Maureen Campbell	SASA
	Robert James	WASA
	Peter Littlewood	Independent Member
	Craig Hunter	Independent Member
	Urvashi Dattani	Independent Member
	Adele Stach-Kevitz	Independent Member
	Graham Edmunds	Athlete Representative
	Ian Mason	Director of World Class Operations
	Ash Cox	Head of Legal Affairs
	Kathreen France	Head of Finance
	Wendy Lockton	Administrative Support

**Apologies:** Simon Rothwell ASA

**Min No**

**15. Welcome and Apologies**

15.1. The Chairman welcomed everyone to the meeting and apologies from Simon Rothwell were noted.

**16. Declarations of Interest**

16.1. A declaration by Alex Kelham in relation to Minute 26.1.

**17. Minutes of the Meeting held 6<sup>th</sup>-7<sup>th</sup> November 2015**

17.1. The minutes were agreed as a correct record.

18.2. Min 5.2 – The Head of Legal Affairs provided the Board with an update on the situation with regards to the office lease at SportPark which has now been resolved subject to ASA signature.

18.3. Min 6.3.1 – The Board were informed that a decision had been made at a recent ASA Sport Board Meeting that the British Diving Coaches fees should be brought in line with the other sports. The Board resolved to also adopt a Coaches Pass fee as agreed at the previous Board meeting.

18.4. Min 7.5.1.1. – The Chief Executive updated the Board that no further progress has been made in relation to the potential risks to the 2016 LEN European Championships budget but that extensive work to minimise the risks is still taking place. It was noted that other events were finding it increasingly difficult to attract

commercial partners also.

## 19. **Report of the Director of World Class Operations**

### 19.1. **Tokyo 2020 Strategic Plans**

19.1.1. The Director of World Class Operations provided the Board with a summary of the Tokyo 2020 presentations which the National Performance Directors had delivered to the Board over the weekend. This included an overview of the suggested budget increases. The Board were in agreement that the suggested increases were sensible and they should be forwarded on to UK Sport now in the required time frame.

19.1.2. The Board were in agreement that the NPD's were all doing an excellent job particularly in relation to the area of performance analysis and tracking both in terms of the data being collected and how it is being used. However, there is still work that could be done on using the data to effect change and drive improvement going forward.

19.1.3. The Director of World Class Operations provided the Board with an update on the remaining process in terms of the Tokyo 2020 Strategic Plans. The Board were informed this would be an agenda item for the next meeting in April 2016.

19.1.4. A suggestion was made that the Audit Committee should have sight of the Tokyo 2020 budgets to ensure they have been thoroughly scrutinised before they are submitted. Discussion took place on this matter and it was agreed that in future this will take place if time allows as ultimately the budget is driven by the strategy.

19.1.5. A question was raised in terms of the plans that are in place if results in Rio do not go as planned and discussion took place on this matter.

19.1.6. The three draft Tokyo 2020 Strategic Plans were unanimously approved by the Board subject to the amendments which had been discussed during the Strategy weekend.

### 19.2. **Marathon Open Water Camp Safety Guidelines**

19.2.1. The Marathon Open Water Camp Safety Guidelines were discussed by the Board. It was suggested that some wording was perhaps missing from these guidelines and that it is imperative a plan is put in place in terms of how these guidelines will be implemented.

19.2.2. The Guidelines were approved by the Board. However, it was requested that a revised document including an outline of the implementation plan is brought back to the Board when it has been finalised. The revision should also take account of the proposal currently being considered by FINA to implement cold-water temperature rules and to permit the use of approved wet suits in certain conditions.

19.3. The Board were informed that confirmation has been received from UK Sport outlining that Para-Swimming will not be called to panel following their results at the 2015 IPC World Championships.

19.4. The Board were advised that all Tokyo medal targets have now been signed off by UK Sport.

19.5. The Board were provided with an update in relation to the venue for the 2016 British Swimming Awards Dinner. It was outlined that as per the event action plan

invites will be sent out much earlier than they were in 2015.

19.6. The Director of World Class Operations updated the Board in relation to the Performance Pathway Strategy and informed the Board that we are hopeful Para-Swimming will be involved in this programme going forward.

19.7. The Director of World Class Operations informed the Board that an expression of interest has been made to IPC in relation to a possible World Series for Para-Swimming. It was agreed that the specification of this proposal needs careful consideration but it could be a positive move in that it will create further racing opportunities for Para Swimmers.

20. **Report of the Chief Executive**

20.1. The Chief Executive provided the Board with a progress report on the London Marathon event in London in September and informed the Board that the event would include, as agreed, a British Championships.

20.2. **LEN European Championships**

20.2.1. The Board were provided with an update on the European Championships particularly in relation to the anticipated TV coverage for the event.

20.2.2. Discussion took place regarding the budget for the European Championships and the Board were made aware of the impact on the balance sheet should sponsorship for the event not come to fruition.

20.2.3. The Chief Executive provided the Board with an update on the current situation with regards to finding a commercial partner for the Championships and reassured the Board that a lot of work is still being done in this area in order to try and secure a partner to relieve the budget.

20.3. The Board were provided with an outline of the process for Board appraisals.

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

21.1.1. The Head of Legal Affairs outlined to the Board the principle terms of a new Official Supplier Agreement with Airweave. The Board agreed that commercial agreements should be finalised in principle by the Contract Approval Group.

21.1.2. Discussion took place regarding when the products would be received and how they would be distributed. It was agreed a discussion needs to take place with the BOA and BPA in this regard.

21.2.1. The Board were provided with an update on the current composition of the Contract Approval Group and invited to discuss the membership of the Group and approve the principles for the group.

21.2.2. The Board approved the principle terms of the Group and confirmed that Alex Kelham as the National Representative and Urvashi Dattani as the Independent Member would join the Chairman on the Group going forward.

21.3. The Board were alerted to the request for transfer to Australia for Scott Carpenter. The Board unanimously approved this transfer.

21.4. The Board confirmed the appointment of Viv Perry, re-nominated by Swim Wales as their representative on the Judicial Appointments Panel for a term of 3 years from the date of the Board meeting.

- 21.5 The Head of Legal Affairs updated the Board on a recently received Funding Appeal within the Para-Swimming programme. It was agreed that there are now robust processes in place to deal with such appeals.
- 21.6. The Board were provided with a verbal update from the Head of Legal Affairs on the recent CAS hearing. The Board will be kept advised.
- 21.7. The Head of Legal Affairs informed the Board of an Information Sharing Agreement that will be entered into with UKAD. The Chief Executive provided the Board with an update on the UKAD Information Sharing Agreement following the documents discussion at the Home Country Partnership meeting where the Agreement was shared and also agreed.
- 21.8. The Board were provided with an update on the Governance KPI tracker. The Board were comfortable with the progress that has been made in this area.
- 21.9. The Board noted and endorsed FINA's new policy on governance – FINA Rules on the Prevention of the Manipulation of Competitions.
- 21.10. The Head of Legal Affairs provided the Board with an overview of the key areas identified in the Equality and Diversity report and invited the Board to ask questions. Discussion took place regarding whether this report should be solely British Swimming or if it is more appropriate to aggregate all home nations together. It was agreed that this needed further consideration. The Board will be kept apprised.
- 21.11. The Board were provided with a verbal update on a recent classification appeal that had been submitted to the IPC.
- 21.12. The Board were requested to complete and sign annual conflict of interest forms and return to the Head of Legal Affairs at their earliest convenience.
- 21.13. The Board were informed that a staff satisfaction survey will be circulated to all British Swimming employees shortly. The results will be reported to the Board in due course.
- 21.14. The Board requested an organogram of the British Swimming Committee / Group structure. This will be taken to the April 2016 Board and feature in the Board Induction pack moving forward.
22. **Report of the Head of Finance**
- 22.1. The Head of Finance updated the Board that the IPC World Championships accounts have now been signed off by UK Sport but still awaiting IPC approval.
- 22.2.1. The Head of Finance provided the Board with an update on the British Swimming Management accounts for the 9 months ended 31<sup>st</sup> December 2015.
- 22.2.2. The Board were informed that some costs will be transferred from British Swimming to World Class Programmes which will affect the forecast variance. Discussion took place regarding the principle behind the movement of some costs to World Class Programmes and the Board confirmed they were in agreement with this principle that costs directly related to the programmes should be charged to the respective programme.

- 22.2.3. It was agreed this would be an agenda item on the next Senior Management Team meeting in March 2016 to ensure the National Performance Directors are fully informed on this matter.
- 22.3. The Head of Finance provided the Board with an update on the High Performance Swimming Income and Expenditure Accounts along with an overview for all notable variances.
- 22.4. The Head of Finance informed the Board that the Quarter 2 forecasts have been signed off by UK Sport and the Quarter 3 budgets are being submitted in the near future.
- 22.5. **2016/2017 Budgets**
- 22.5.1. The Head of Finance presented the proposed 2016/2017 British Swimming and World Class Programmes budgets to the Board outlining the identified budget threats and opportunities.
- 22.5.2. Discussion took place on the budgeted SLA charges from ASA and it was agreed that the Head of Finance will meet with the ASA CFO to re-negotiate the SLA. The area of IT services was seen as one area for further discussion.
- 22.5.3. The Board requested receipt of the proposed annual budgets ahead of the February Board meeting moving forward.
- 22.5.4. Discussion took place regarding the contribution from Plymouth towards the National Diving Cup. It was agreed that such contributions should not as a matter of course go to the event or discipline but should be brought into general income and distributed against priorities.
- 22.5.5. Discussion took place regarding the potential to secure TV coverage and financial contribution from cities to host the British Championships in 2020 working in partnership with the BOA. It was agreed to continue the dialogue but not to commit at this stage.
- 22.5.6. The Board unanimously approved the draft 2016/2017 budgets for both British Swimming and World Class Programmes.
- 22.6. The Head of Finance informed the Board that the application to open a trust bank with Coutts has now been sent and is currently awaiting the completion of this process.
23. **Report of the Head of Communications**
- 23.1. The Chief Executive updated the Board with regards to the communication strategies that are being put in place in preparation for the Olympic and Paralympic Games.
- 23.2. Discussion took place regarding the attendance of the Diving Doctor on morning TV. It was agreed this was a breach of protocol and would be discussed at the next Senior Management Team meeting to ensure that all staff are reminded of the importance of not attending such events without suitable authority to do so.
- 23.3. Discussion took place regarding the current position in the area of social media. The Board were informed that a strategy with regards to how this will be handled during Games time is being put into place and attention in this area will increase in the lead up to the Games. It was agreed the Board would be provided with a copy

of the policy when it has been completed.

23.4. The Board confirmed they are comfortable with the proposed 2016 British Swimming Communications Plan.

#### 24. **Risk Report**

24.1. The Board confirmed they were happy with how this area is working and that risks are being managed well.

24.2. The Chief Executive informed the Board that reassurance has been received from the ASA that the Group Internal Audit Manager would continue to support British Swimming in this area. The Board confirmed they were very happy with this.

24.3. It was highlighted that there are inconsistency errors in the Risk Register in terms of how some risks are referred to. It was agreed that Urvashi Dattani would work with the Group Internal Audit Manager to correct these inconsistencies.

24.4. Discussion took place regarding the inclusion of a cyber risk. It was outlined that this has historically been managed by the ASA as part of the IT services. The Board agreed this matter should be picked up again when the Head of Finance meets with the ASA CFO to discuss the IT services as part of the SLA.

24.5. A suggestion was made that a risk regarding the athlete talent pathway should be included in this register and discussion took place in this area. It was agreed the Chief Executive would pick this matter up with the Group Internal Audit Manager to explore if it is appropriate for the risk to be included in the register.

25.1. Urvashi Dattani updated the Board on the progress made to date in terms of the formation of the Audit Committee. Her recommendation that Roberts James be invited to join the Audit Committee was also approved.

25.2. Urvashi was thanked for the good progress that has been made in this area since her recruitment to the Board.

26.1. The Chief Executive updated the Board on the current situation with regards to the new outfitting sponsor outlining all issues. The Board delegated authority for the Chief Executive to sign the new contract in conjunction with the Deals Group pending all issues being resolved.

26.2. It was agreed the Board would receive a copy of the Heads of Terms once signed off by the Deals Group.

#### 27. **LEN Elections**

27.1. The Board were provided with an update on the situation with regards to the LEN elections. It was agreed that the Board would make a decision and give authority to British Swimming as to how to vote when all of the paperwork has been received and thoroughly considered. This item to be picked up again on the April 2016 agenda.

28. The Board discussed the nominations to the LEN Bureau and LEN representative to the FINA Bureau. The Board approved the nomination of David Sparkes for both of these positions and requested for the appropriate nomination paperwork to be submitted accordingly.

29. The Chief Executive updated the Board in relation to the appointment of an NOC representative. The Board approved David Sparkes should remain in this position.
30. The Board noted the sad passing of Tom Cooper. It was noted that a letter of condolences had been sent to Tom's family in December.
31. Date of next meeting – 16<sup>th</sup> April 2016 in Glasgow

There being no further business the meeting closed.