



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

**BRITISH SWIMMING BOARD  
Minutes of the meeting held 11<sup>th</sup> February 2017  
Pullman Hotel, London St Pancras**

<b>Present:</b>	Maurice Watkins	Chair
	David Sparkes	Chief Executive
	Ray Gordon	ASA
	Alex Kelham	ASA
	Keith Ashton	ASA
	Maureen Campbell	SASA
	Fergus Feeney	WASA
	Craig Hunter	Independent Member
	Peter Littlewood	Independent Member
	Adele Stach-Kevitz	Independent Member
	Urvashi Dattani	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	Operations Manager

**By Invitations (presentations only):**

Chris Spice	National Performance Director – Swimming
Tim Jones	Head of Performance Pathway - Swimming

**Min No**

**22. Welcome and Introductions**

22.1. The Chairman welcomed everyone to the meeting and introduced Tim Jones, Head of Performance Pathway who was presenting to the Board on the Talent Pathway.

**23. Presentation by Tim Jones – Head of Performance Pathway, Swimming**

23.1. Tim's presentation to the Board was titled All Things Pathway. The main headings of the presentation were:

- Pathway Overview
- 2016 Olympic Team Analysis
- Stocking your Pathway
- Domestic Competition Structure
- Change Advocates
- 2016 British Summer Championships
- Performing better
- Off the Blocks website
- Pathway Debrief – September 2016
- Strategic Plan Top 6 issues to address
- National Junior Camp
- Altitude Programme

- Performance Foundations Pilot
  - Junior International Events 2017
  - The 2017 Philosophy
  - My top 10 things that we must improve on
- 23.2. Discussion took place with regards to clubs performance at the British Summer Championships and the potential skewing of data due to an athlete being injured. The Board were assured that the results are not impacted by this.
- 23.3. The Board asked what the position is with regards to naming and shaming of clubs following their performances at the British Summer Championships. Tim informed the Board that there is not much push back on naming and shaming taking place.
- 23.4. Discussion took place on the provision of support services and the Board were in agreement that support services should be prioritised on long term potential not just the here and now results.
- 23.5. Tim was thanked for his presentation.
24. Declaration of Interest – None declared
25. **Minutes of the Meeting held 4<sup>th</sup>-5<sup>th</sup> November 2016**
- 25.1. The Minutes were agreed as a correct record of the meeting.
26. **Matters Arising from the Meeting held 4<sup>th</sup>-5<sup>th</sup> November 2016**
- 26.1. Min 7.1.3 – The Board were informed that the Chairman has now written to the Minister with regards to funding for Synchronised Swimming, following UK Sport's decision to not fund the sport. Currently awaiting a response.
- 26.2. Mon 7.4 – The Board were updated in terms of a discussion that had taken place the previous day at the Chairs meeting in relation to the home country MoU. The Board were informed of the ASA's proposal to reduce their contribution by £50,000 per annum over the next quadrennial. Detailed discussion took place on this matter. The Board were in agreement that this situation is not acceptable and the Chairman will report this back to the ASA accordingly. The Board to be updated as the matter progresses.
27. **Minutes of the Annual General Meeting held 5<sup>th</sup> November 2016**
- 27.1. The Minutes of the Annual General Meeting held on the 5<sup>th</sup> November 2016 were agreed as a correct record.
28. **Report of the Chief Operating Officer (COO)**
- 28.1. The Board were provided with a paper on the Performance Management Groups (PMG) along with a proposed structure of the PMG's going forward. The Board were asked to approve the proposed Board liaisons on the PMG's. Discussion took place on this matter particularly in relation to the purpose of the PMG's. A suggestion was made for Urvashi Dattani to sit on the Diving PMG going forward and this was approved by the Board. The other proposed Board liaisons outlined in the paper were also unanimously approved.
- 28.2. The Board were provided with an update of the paper that had been provided at the November Board meeting in relation to a comparison between UK Sport funding in the Rio quad and medal targets. The updated paper presented also

included the funding amounts for the Tokyo quad. The Board were interested to note that some sports had received an increase in budget despite not achieving their medal targets. The Board were in agreement that the funding announcement was a good outcome for British Swimming but it was also recognised that a failure to achieve conditions could lead to a reduction going forward therefore there is no room for complacency.

28.3. **KMPG Review**

28.3.1. The Board were provided with an update with regards to the KPMG efficiency review particularly in relation to UK Sport's requirement to see further efficiencies. To this end the Board were provided with a paper outlining some potential efficiencies moving forward and the COO highlighted some of the potential savings. The Board noted the potential savings but urged that British Swimming should proceed with caution and that each potential area of saving is carefully considered against impact on performance, risk and quality of work.

28.4. Discussion took place regarding the recent news that the Leeds Head Diving Coach is departing the UK for a new post in Australia. The Board were informed that following this announcement UK Sport have expressed some concerns. The Board, having noted the concerns of UK Sport, invited Ian Mason to continue dialogue with UK Sport and to monitor this situation carefully. The Board to be kept updated as this matter progresses.

28.5. **Board attendance at 2017 International Events**

28.5.1. Discussion took place regarding Board attendance at the 2017 FINA and LEN World Championships. Following earlier discussions in relation to the PMG's it was agreed there was logic for Urvashi Dattani, Peter Littlewood, Alex Kelham and Keith Ashton to attend the FINA World Championships with Fergus Feeney and Ray Gordon attending the IPC World Championships.

28.5.2. In light of the FINA World Championships taking place in Europe and the potential low costs for further Board members to attend it was suggested there may be a benefit of additional Board members attending the Championships to be seen to be supporting the team. It was agreed that arrangements for the agreed individuals could be progressed straight away and that further discussion is required in terms of the wider group potentially attending for short periods of time.

28.6. The Board were informed that the 2017 Awards Dinner will take place on Saturday 4<sup>th</sup> November, the same day as the November Board meeting. Further details to be circulated in due course.

28.7. The Board were asked to endorse the revised Tokyo performance targets. The Targets were unanimously approved.

28.8. The Chief Operating Officer was thanked for his report.

29. **Report of the Chairman**

29.1.1. The Chairman provided the Board with an update in relation to Craig Hunter's position on the Board and the discussions that have taken place with UK Sport on this matter with regards to governance obligations. The Board were informed that the Nominations Committee's stance on this matter is to implement a further 1 year term for Craig allowing time for further discussions with UK Sport on this matter. The Board confirmed they were happy to progress in this manner.

- 29.1.2. It was agreed a discussion is required on this matter in relation to the home countries representatives on the Board to ensure they are also in line with the governance code. Discussions to take place in time for this to be implemented at the AGM in November.
- 29.2. The Board were updated on the progress that has been made in relation to the recruitment for a new CEO and the agency that has been selected to lead on this matter. The Board were provided with copies of the candidate brief, advert, timeline and media schedule and comments were welcomed.
30. **Report of the Chief Executive**
- 30.1. The Board were provided with an update on the progress made in terms of the 2018 European Championships which are taking place in Glasgow (Diving to be held in Edinburgh).
- 30.2. The Chief Executive updated the Board in relation to the LEN SC 2019 outlining this event remains a priority for Scottish Swimming and British Swimming.
- 30.3. The Board were informed that the LEN Junior Men's Water Polo Championships Qualification event has been secured in Manchester with all costs being met by both Manchester City Council and the ASA. Currently awaiting the contract and full budget agreement.
31. **Report of the Director of Legal**
- 31.1. The Board were invited to confirm the appointment of Malcolm Hopes to the Judicial Appointments Panel for a term of three years from the date of the Board meeting. The Board unanimously approved this appointment.
- 31.2. The Board were provided with a copy of the amended Terms of Reference for the Sponsorship Approval Committee following helpful comments previously provided by the Board. The Board were invited to approve the Terms of Reference. The Terms of Reference were unanimously approved with the members being the Chairman, Alex Kelham and Urvashi Dattani.
- 31.3. The Board were asked to consider the application for a Sport Nationality Transfer from Emily Siebrecht from Germany to Great Britain. The Board approved this transfer.
- 31.4. **The Governance Code**
- 31.4.1. The Director of Legal provided the Board with a gap analysis identifying the governance areas that will require consideration. Formal recommendations will be taken to the April Board meeting.
- 31.5. **Child Safeguarding**
- 31.5.1. Following the high profile Child Safeguarding issues being experienced in Football, the Director of Legal informed the Board that he had recently attended a meeting convened by the Government, the Home Secretary and Secretary of State for Culture Media and Sport (Co-Chairs) with other representatives from sport and sport bodies to discuss the issues and how sport and the Government can work together. Another meeting is planned for the near future. The Board were informed that the Baroness Grey-Thompson's Duty of Care Report is still to be released. The Board to be kept updated as things progress.
- 31.5.2. The Director of Legal updated the Board on a presentation he had recently made to the Hungarian Swimming and Coaches association on child

safeguarding in Budapest. The Board requested a copy of the presentation slides.

- 31.6. The Director of Legal provided the Board with an update on the letter that has been prepared by an external law firm to which British Swimming is a signatory along with a number of other Sports and sent to the Government on the GDPR (General Data Protection Regulations).
- 31.7. The Board were updated on the outfitting sponsor TYR Agreement.
- 31.8. A British Para-Swimming Funding Appeal will be scheduled for March 2017. The Director of Legal will supply a copy of the Decision once issued.
- 31.9.1. The Board were informed that the British Swimming Equality Audit Action report, which was due to be brought to the February meeting, has been delayed and that an update will be given at the April Board meeting.
- 31.9.2. It was agreed that Adele Stach-Kevitz would be the Board's Equality Steering Group representative.
- 31.10. The Board considered a confidential verbal report from the Director of Legal in respect of an Independent Process.
32. **Audit, Risk and Finance**
- 32.1. Discussion took place regarding the layout for future agendas and it was agreed that audit, risk and finance should be grouped together for future meetings, including the Minutes from Audit and Risk Committee (ARC) meetings where applicable.
- 32.2.1. Urvashi Dattani provided the Board with an update on discussions which had taken place at the ARC meeting which took place in Loughborough on the 23<sup>rd</sup> January.
- 32.2.2. Following a request by the ARC Urvashi requested an update from the CEO on the potential contribution from LEN towards the European Championships. The CEO assured the Board that whilst this matter has not yet been brought to a conclusion it is still being pursued. Discussion took place on this matter in terms of lessons learnt and the necessity to ensure future host cities take on the financial risks for such events. All were in agreement this is imperative moving forward.
- 32.2.3. Urvashi Dattani invited all Board members to contact either herself or the Head of Finance directly should they have any queries regarding audit, risk or finance.
- 32.3. **Presentation by the Head of Finance**
- 32.3.1. The Head of Finance presented the draft British Swimming budget for 2017/2018 highlighting the main points including the deficit and the threats and opportunities. The main headings for the presentation were:
- British Swimming 17/18 budget highlighted
  - Operating statement summary
  - Income summary
  - Significant income variances
  - Expenditure summary
  - Events expenditure

- Budgeted SLA charges from ASA
- 32.3.2. The Head of Finance presented the draft British Swimming World Class Programmes Budget for the Tokyo quadrennial 2017-2021. The main headings for the presentations were:
- BS WCP Budget Highlights
  - BS WCP Operating Statement Summary
  - WCP Funding Sources 2017/21
  - Swimming Expenditure Budget
  - Diving Expenditure Budget
  - Para Swimming Expenditure Budget
  - Overall Threats and Opportunities
- 32.3.3. Discussion took place regarding the cost of events and the need to reduce costs. The Board agreed it would be useful for the Director of Events and Sponsorship to talk to other NGB's regarding their event delivery model.
- 32.3.4. Discussion took place regarding the potential to increase entry fees and also to reduce volunteer expenses.
- 32.3.5. Discussion took place regarding the potential use of hedge funds. It was agreed that the Head of Finance would explore this and report back to the Board accordingly.
- 32.3.6. A discussion took place regarding a contribution from Glasgow towards British Swimming staff working on the Europeans in 2018. It is anticipated that British Swimming may also receive some money for this event budget although at this stage it is not clear.
- 32.3.7. Discussion took place regarding the British Swimming budget particularly in relation to the deficit. It was agreed that the budget should be adjusted to show the additional £50,000 per annum deficit following the decision by the ASA to reduce their contribution as per Minute 26.2, subject to further discussions with the ASA on this matter.
- 32.3.8. The revised budget to be brought back to the April meeting and the Friday session of the Board meeting to be dedicated to discussing this important matter further.
33. The Risk Report and Communications report were noted. The Board were happy with the reports and no discussion was required.
34. **British Swimming Appointments**
- 34.1. Discussion took place regarding the Board appointments for the Masters, Water Polo and Synchronised Swimming Management Groups. It was agreed that the representatives would be as follows:
- Masters – Ray Gordon
  - Synchronised Swimming – Adele Stach-Kevitz
  - Water Polo – Fergus Feeney
35. Date of Next Meeting – 7<sup>th</sup>-8<sup>th</sup> April 2016, Genting Hotel, NEC, Birmingham

There being no further business the meeting closed.