

Board Basketball England



Board Meeting Minutes

Date: 6 November 2019

Location: Coca Cola

Wimpole Street

London

W1G 0AE

Present:

Clare Wardle, Chair (CW)

Russell Bell (RB)

Graham Biggs (GB)

Jason Seiken (JS)

Cedi Frederick (CF)

Tim Brown (TB)

Stewart Kellett (SK)

Victoria Jones (VJ)

Shaun Gagie (SG)

Anthony Jepson (AJ)

Jane Atherton (JA)- present for 1 hour

Item 1- Apologies for Absence

Benny Bonsu (BB)

Julie Page (JP)

Item 2- Minutes from Previous Meeting

- Minutes approved

Item 3- Declarations of Interest

CW declared an interest in the BBF

CW welcomed Tim Brown onto the Board as the new BE Elected Director. AR has stood down as Director since the last meeting to focus on officiating.

Item 4- SLT Review Update (JA)

JA gave an overview of her approach to conducting the SLT review and explained her methodology. She recommended some initial improvements to support the team and organisation and highlighted personnel risks which are present within the organisations and suggested ways to mitigate these.

The Board discussed organisational values and how these could be embedded within the organisation. JA highlighted there had been a lot of recent investment in personal development since the appointment of the new HR and Governance Manager.

The Board and JA agreed that the formal executive structure needed reviewing in terms of which staff members report directly to the CEO and who forms part of the executive team. JA explained there was leadership development needed and work around building the team.

Action-SG review TOR for SLT

Action- SLT to undertake leadership development and team building

JS asked JA how the organisation could tackle the issue of the Board removing themselves from operational issues. JA suggested work around Board induction was needed and the role of Directors. CW suggested a protocol for Board and executive interactions in projects was needed.

Action- SG and GB to develop simple protocol for board and executive interactions by next Board meeting.

The Board discussed the findings of the employee survey and acknowledged there existed some contradictions in the findings.

Action- SG to prepare a clear set of actions from the employee survey

Item 5- Proposed Plan for the People Realignment to Business needs SG

SG updated the Board on options to realign people with business needs and key actions from the Board planning day for those Directors unavailable to attend.

Action- AJ/SK to contact JP about All Girls involvement

Item 6- Programme Portfolio SK

SK gave an overview of the key list of operational programmes which forms the basis of the key prioritisation exercise required for the organisation.

SK gave an update from the Chief Executive forum and explained many other NGB's are facing similar issues and challenges in terms of commercial sponsorship and membership.

The board discussed this changing economic and political climate and agreed the comprehensive list of programmes framed the scope of current work well.

The Board discussed the need to improve member benefits. GB suggested we utilise emotive benefits rather than transactional, the Board agreed.

Action- GB and SK to meet to discuss scope for member benefit work

Item 7- Communications Strategy AJ

The Board welcomed AJ into his new role.

AJ gave an overview of the paper which outlined his 3 main focus for coming weeks and wider requirements of the communications team.

JS highlighted how prioritisation would benefit AJ's role and the wider team the most. The Board agreed.

GB supported this point further by highlighting the need to repurpose time to move away from writing content. AJ agreed.

CF explained the need to distinguish between comms and PR amongst the need to change the narrative around the sport, the Board agreed.

CW highlighted that effective communications was the responsibility of the whole team.

JS summarised the needs of the team as follows:

1. Need for power of basketball campaign
2. Cross functional comms required which is the responsibility of everyone
3. Getting the fundamental basics of the team right

**Action- comms committee call between AJ, JS and GB to take place before next Board meeting.
Agenda item for next meeting**

Item 8- Governance and Finance Update VJ

VJ explained the amendments to the TOR and the board agreed the following:

- RB to chair Finance, Audit and Risk Committee
- Additional vacancy to be considered for Director vacancy
- SG to ask TB whether he would like to chair the People Committee

VJ gave an overview of YTD finances and recent finance activity.

Action- next board meeting to include:

- **Full cash flow**
- **Balance sheet**

BBF

VJ and CW gave an overview of the current financial position at the BBF including outstanding historical invoices.

The Board agreed a new operating model was needed to redefine and establish the key services which are to be provided between BE and the BBF.

The Board agreed it was necessary to outline what BE is willing and able to provide in terms of services and resource.

The Board agreed wider discussion was needed in terms of utilising other organisations for support.

The Board discussed a proposal for running the women, men and age-group teams.

Action- liaise with HCAs and present proposed method of running the teams and calling on other resource to support the running of the games.

Action- BE to prepare a draft SLA for Board approval which documents all key services BE is able to provide. To be presented to MW.

The Board agreed there was an urgency to resolving these issues given upcoming games in November and February

Item 9- AOB

Action- to review Board actions from previous meeting

Action- to discuss Board rotation at next meeting

END OF MEETING