



Board Basketball England

Board Meeting Minutes

Date: 25 January 2018
Location: NSC, Gate 13
Eithad Campus
Manchester
M11 3FF

Present:

Clare Wardle, Chair (CW)
Grace Jacca, Vice Chair (GJ)
Nicky Shaw (NS)
John Letizia (JL)
Dial in Abi Cohen (AC)
Dial in Russ Lidstone (RL)
Dial in David Davies for 1 hour (DD)
Steve Bucknall (SB)
Melissa Hague (MH)
Stewart Kellett (SK)
Victoria Jones (VJ)
David Butler (DB)
Allan Heye (AH)
Andrew Lee for finance update (AL)

1. Apologies for Absence

To note:
Abi Cohen to dial in from start
Russ Lidstone to dial in from start
David Davies to dial in at 13:30 for 1 hour

2. Minutes from Previous Meeting

Minutes agreed from last board meeting (September 2017).

3. Declarations of Interest

NS declared an interest in the BBF through sitting on their board.

4. Chairs Update

The Chair updated the Board on activity with external stakeholders and all committees. The Chair highlighted both a lot of positive achievements and challenges facing the organisation, seeking input and debate in the meeting.

Recommendations

The Board:

- a) Noted the chairs update

- b) Noted Committee notes and feedback on all areas assigned specialist work
- c) Agreed to discuss BBF matters under the BBF agenda item

Query from the board as to whether management staff attending board meetings is a conflict of interest. Board agreed management can be present to relay important information about operational business.

5. CEO Update- incorporating progress on our priorities and key developments

The CEO provided an overview of the current business context and focus to manage service delivery. The need to consider and improve the approach of the Board for the Senior Executive team was also discussed.

Recommendations

The Board:

- a) Noted the changes and influences that have impact on the organization
- b) Approved the current business focus and approach around delivery, improving the financial position and effective communication. **Action- to look at reviewing and expanding stakeholders through comprehensive stakeholder analysis.**
- c) Approved the six priority areas for the business from now until the end of the season
- d) Approved the need to consider ways to improve effectiveness, reputation and adopt a unified approach towards delivery. It was suggested BE should consider potential corporate sponsorship through CSR initiatives.
- e) Noted the activity summary that underpins the actions in the report

WORKING LUNCH 12:30. Thanks given to Melissa Hague for her contribution to the Board as Company Secretary, and for her work at Basketball England.

6. Governance Action Plan and Proposal from JL

MH gave a summary of the new Code, the Sport England Governance Audit pass and the future milestones facing SE. MH also highlighted the importance of succession planning for our Board members and GDPR requirements.

Recommendations

The Board:

- a) Noted and discussed the growing need to promote equality and diversity across all NGB's.
- b) Agreed sub committee roles, format and responsibilities
- c) Noted the importance of effective succession planning and the need for a full written succession plan. JL highlighted that several Board members were either standing down or their terms were coming to fruition imminently. **Action- JL to pull together an informal job spec which needs to be approved by the Board.** Agreed BE need to utilise social media in order to promote the job advert.
- d) Board noted and acknowledged a cost of approximately £7k-10k for maintaining systems in relation to GDPR requirement work areas.

JL queried plans in place for MH's departure from both an operational and Company Secretary perspective. SK assured the Board that a good handover had taken place with SK, AH and key members of staff; an interim replacement is now being considered. VJ to take on role of Company Secretary in the interim period. Thanks given to NS for offering to support the governance and compliance function of the organisation following MH's departure.

Risk Register Review Paper:

MH: Requires new Board member to devise strategic and operational split in line with changing risk and need from BBF/ HCA input.

Recommendations

The Board:

- a) Agreed to items listed in the risk register. **Nominated Board Member to take on strategic and operational split of risk register still outstanding,**
- b) Agreed timing of next AGM and Officials Conference as first weekend in September (1st-2nd September 2018) with Sheffield as a location. JL highlighted the importance of the AGM being held at a time when members' participation can be maximised.

Non-Executive Director Work

JL requested that the Board consider future policy on non-Executive Directors undertaking support to Basketball England and potential work in Executive positions/paid work in basketball.

Recommendations

The Board voted on the following amendments:

- a) Non-executives will not take any paid position with BE whilst they remain directors.
- b) Any salaried appointment of a previous non-executive must be done with a 75% majority vote from the board.

MH also covered item 12, Safeguarding and Compliance here.

MH updated Board members on key matters relating to Safeguarding and Compliance as well as Duty of Care impact and implementation. MH also covered CPSU timeframes for next review and impact areas.

7. Finance Report

AL reported on the financial management, controls, budget position and cash flow of the organisation.

Recommendations:

The Board:

- a) Noted and accepted the work to date and the projected work moving forward to put solid foundations in place for financial management controls
- b) Noted and accepted the current financial overview and draft projection for the financial year end (31st March 2018)

CW stipulated the importance of and requested a cash flow as soon as possible before the next meeting.

8. CEO Support and Review

Opportunity for the Board to assess the current circumstances and performance of the Chief Executive and related matters.

Recommendations

- a) To agree on review of CEO evaluation and Executive
- b) To agree next steps

VJ, DB, SK and AH not present

9. Commonwealth Games

DB provided an update on BE's preparation for the 2018 Commonwealth Games and outlined the following three month's key milestones which were presented in the September Board meeting.

Recommendations

The Board:

- a) Noted the contents of the paper
- b) Accepted recommendations (budget)
- c) Agreed additional insurance costs but stated that the cheapest available option should be chosen to ensure value for money

The Board also noted and accepted additional approximate £13k required to deliver program effectively. Noted this is still within additional £30k requested in September*.

*DB requested in September an additional £30k for CWG.

Board **provisionally** agreed depending on updates from DB and update on financial position at next board meeting.

10. Delivery Update

DB updated Board Members on the recent achievements and activity of BE's Delivery Department and allowed the opportunity for the Board to ask any questions that arose from the information provided.

Recommendations

The Board:

- a) Read and noted the information provided

11. Talent Update

Limited time to discuss paper in detail but the Board agreed to digest information in their own time then address any issues independently at the next meeting.

The aim of the paper was to provide Board Members with a headline update on the recent achievements, future and activity of BE's talent programme and related innovations for the

Advanced Apprenticeship Programmes and proposed Enterprise Centres. The report also consolidated on the decisions taken by the Board recently to allocate up to £300,000 to the GB teams to sustain our presence in international competition in 2018.

Recommendations to consider for next meeting:

- I. To note the achievements to date
- II. To recognize the changes in resourcing for talent due to the support agreed to support the BBF to field national teams in international competition in 2018 (subject to Sport England final approval)
- III. To approve the innovations being developed with the Department of Education and the College and University networks on talent development, full time education and proposed enterprise centre.

12. Safeguarding and Compliance- MH covered in agenda item 6

13. AGM- agree dates and location for AGM

Agreed in agenda item 6- first weekend in September (1st- 2nd September 2018) in Sheffield

14. BBF/ HCA's

David Davis from Basketball Scotland dialed in at 13:30 for approximately 40 minutes to share Basketball Scotland's perspective on the partnership and issues affecting sustainability.

The report outlined the current situation with regards to negotiations, support, implications and a means for progression going forward. Aim to ensure any BE committee has Heads of Terms and board reporting in place which are adhered to.

Recommendations

The Board:

- a) Reviewed the current and ongoing strategy, action and situation
- b) Discussed the situation and a way forward and noted the appointment of AH as Interim Project Director. AH outlined the aim of working together to come up with a new operating model in order to move forward effectively
- c) Agreed points of action and responsibility and noted timeline of the end of the financial year. The importance of a 'plan B' and potential to explore a membership levy was also discussed. CW outlined the need for a clear and agreed framework which sets out the benefits of this levy to members if necessary
- d) Noted and agreed the impact on BE
- e) Noted and agreed the impact on Basketball and the importance of home nations working together

CW confirmed FIBA had been in contact to inquire about a potential meeting with the Board.

Action- to set up a board call with FIBA

15. Forward planning for the Board

The board agreed the following board dates and locations:

- a) 19/03/2018 London 11am-3pm
- b) 04/05/2018 London 11am-3pm
- c) 13/07/2018 Manchester 11am-3pm. Sedulo to be present for accounts sign off
- d) AGM 1st-2nd September 2018 Sheffield
- e) 22/11/2018 London 11am-3pm

16. AOB

SK, VJ, DB and AH not present

END OF MEETING