

voice their opinions, enquire should they feel inclined and to respect the opinions and views of others. It was agreed all Directors should sign a confidentiality agreement.

All Directors agreed with the significance of focusing on and delivering the strategic plan and the importance of effective communication during this process.

The Board agreed to rotate Board meetings to various locations across the country in order to provide opportunities for engagement with the membership.

Action- Liaise with regional chairs with regards to alternating locations of board meetings going forward

CW highlighted the importance of demonstrating BE are spending money wisely for our stakeholders (particularly Sport England). The Chair iterated the importance of reaching out to stakeholders for engagement.

Action- Stakeholder plan for next Board meeting (December 18)

The Chair gave a summary of the BBF position for the benefit of the new Directors: CW explained that a new BBF Board has been formed with HCA representation. NS is currently overseeing operational activity and supporting the remaining members of staff. CW explained operational costs have been cut however some overheads and staffing costs remain. It was recongised that BE and the other HCAs have been supportive during this period.

CW/ NS highlighted that Basketball Wales support is limited but that England and Scotland should continue to support the BBF.

SK stated the importance of a comprehensive plan/ calendar to highlight key decision points

Action- SK/SB to meet with coaches and performance group leads to map out key decision points for increased clarity

RB queried whether Sport England were aware and supportive of the situation. CW explained that 'being on the same page' is highly important and SE have been informed of developments.

AR stated there were huge opportunities for shared services across the organisations.

CW summarised the discussion by stating that engagement was key.

AGM Action Points (ALL)

The Board, SK and VJ summarised progress with regards to the key action points which arose from the AGM. It was agreed the annual calendar needed more detail and that BE should include plan progress on the website for transparency. It was also mentioned that many points would be discussed during the advisory coaching and officiating groups.

The Board recongised the success of the awards dinner and agreed this should continue going forward.

AR suggested there was scope for the games conference to be utilised more effectively next year. The Board agreed to review this closer to the time.

Item 6- CEO Update

The CEO gave an overview of the strategic plan matrix analysis document and operational matters which have arisen in recent weeks. The Board discussed whether the membership should be informed of progress against the strategic plan. CW stated increased transparency was important and it was agreed to keep the membership well informed and assured that operational matters run smoothly.

SK explained that SE had requested an update on our financial sustainability plan progress. RB suggested seeking professional aid with regards to securing a commercial sponsor.

Action- SK to organise commercial group meeting involving RB and other key stakeholders

Item 7- Recruitment Update (SK)

The CEO updated the Board on the following recruitment developments across the organisation and asked for Board approval.

RB suggested that recruitment decisions and authority should sit with the CEO. The Board agreed, and SK agreed to implement the suggested changes.

RB queried the proportion of BE staff expenditure in relation to turnover

Action-VJ to send staff expenditure information to RB

JS left the Board meeting to take a phone call. It was agreed JS should be present during the Communications Update and so the Chair agreed to cover other agenda items first.

Item 13- Assist Fund (SK)

SK presented the Assist fund paper and explained the focus, scope, requirements and consideration for the project.

The Board recognised and discussed the difficulties in selection an administration of the programme.

SK suggested the possibility of setting up a charitable arm of the organisation to administer the fund. The Board agreed to consider this at a later date, but decided to run the project first as the BE organisation from reserve funds.

Action- engage with regional chairs about running assist fund

Item 10- Improving our standards of governance and compliance with Sports Governance Code (VJ)

VJ explained the importance of aligning our governance practice with the UK Code for Sports Governance. A review took place last year in which it was determined BE was compliant, however SE made a number of recommendations for increased adherence.

VJ highlighted a governance review had subsequently taken place and there were a number of outstanding action points as a result of this. Many of these action points relate to Board activity and documentation. VJ talked the Board through the documentation which needed Board approval.

The Board agreed the adoption of the Board documentation.

VJ explained that three Board subcommittees had been developed with corresponding terms of reference. The Board agreed on the following subcommittee appointments and appointment of the SID as follows:

- Audit, Finance and Risk: CW, RB
- Remuneration: JS, GB, AR
- Nominations: CW, JS, GB, AR
- SID- RB

It was agreed that it would be beneficial to conduct a Board evaluation in the new financial year as the Board has several new Directors who need to be exposed to Board operations before participating in the evaluation.

Item 12- Finance Overview(VJ)

VJ gave an overview of the current financial YTD position against budget and the new format used.

The Board suggested the YTD budget needed to be more time-considerate.

Action- VJ to develop more time-appropriate monthly budgets

VJ summarised the cash position and projection for the following 12 months and gave an overview of recent operational financial activity.

RB highlighted that supporting the BBF financially will have a significant impact on the plan to increase non-grant revenue by £700k over three years. The Board agreed that this should be highlighted in the financial sustainability update to SE. Agreed to discuss this at the commercial group meeting which is to be scheduled.

Item 9- Communications Update (SR)

SR gave a brief overview of communications and marketing activity across the organisation. CW highlighted the importance of effective communication for the membership, Sport England and other key stakeholders.

The Board discussed whether to respond to individual press releases. SR and SK explained that this was time-consuming.

JS suggested prioritisation of the communications plan given the large amount of upcoming work

GB asked for a comprehensive women and girls campaign update at the next Board meeting.

Action- Communications update higher up the agenda in next meeting (December 18)

Item 10- AOB

AR emphasised the need for additional work on the Basketball Hall of Fame

Action- SR to liaise with JA to arrange a visit to the BE offices (funded by BE)

END OF MEETING

Date and time of next meeting: Monday 17th December 2018 (BE Head Office, Manchester)