

**British Wheelchair Basketball  
Executive Committee Meeting**

**MINUTES – 6<sup>th</sup> June 2017**

**Minutes: 6<sup>th</sup> June 2017 at The Whitehouse Hotel, Worcester**

**Present**

Paul Hudson	Chairman	PH
Martin Morton	Vice Chairman	MM
Graham Arthur	Independent	GA
Jaspal Dhani	Member	JD
Dan Johnson	Member	DJ
David Kingstone	Member	DK
Michelle Leavesley	Independent	ML
Sue Peel	Member	SP
Jo Simpson	Independent	JS
Sam Whale	Independent	SW

**In Attendance**

Charlie Bethel	Chief Executive	CB
Paul Davies	Performance Director	PD
Sue Kirby	Operations Director	SK (Minutes)
Jo Richards	Development Director	JR
Lesley Pilling	Head of Marketing & Communications	LP
Dirk George	Head of Finance	DG

**Apologies**

Austin Kentebe	Member	AK
Steve Spilka	Member	SS

**By Invitation**

Chris Colby

Sport England

CC

Chairman's Opening Remarks

PH welcomed everyone to the meeting and thanked them all for their attendance. PH welcomed Sam Whale (SW) and Graham Arthur (GW) to their first Board meeting and introduction were made. PH also welcomed Chris Colby (Sport England).

Conflicts of Interest appropriate for the meeting

The following conflicts of interests were noted:

MM, PH - Elite Training Centre

Actions from the Minutes of the 7<sup>th</sup> February 2017

<b>Paper / Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Status/Outcome</b>	<b>Deadline / agreed date</b>
5.1	The Board agreed the SMT should progress with option 1.	CB/ SK	Completed	March 2017
5.1.1	FH to send the timetable to Board members asking them to indicate their preferences. EW to support the process.	FH	Completed	
	EW to raise with Jay Popat and communicate date to the Board at the earliest opportunity.	EW	Completed –AGM date is Saturday 29 <sup>th</sup> July 2017, The Link Hotel, Loughborough (12.00pm)	March 2017
5.3	Board members are invited to express interest to SK in taking on the role of Board Champion.	All		March 2017
	AK, JR and Simon Fisher to discuss process for talent identification outside of the Board meeting.	AK, JR, Simon Fisher	Continuing	March 2017
6.1	Protocol to be circulated to Board members for feedback and suggests on how to embed the protocol into Board and subcommittee workings.	SK / All board members	Circulated – no further comments received	February 2017

Paper / Item	Action	Responsible	Status/Outcome	Deadline / agreed date
6.2	SK to liaise with UK Sport and Sport England to progress the production of the action plan.	SK	Action plan agreed with SE/ UKS – Agenda item	By end March 2017
6.3	EW to draw up short list of candidates from Nomination Committee feedback.	EW	Completed- Graham Arthur and Sam Whale appointed	By end Feb 2017
7.1	SK to progress recruitment process for Finance role in consultation with HR & Remuneration Committee	SK	Completed – Dirk George appointed	March 2017
	SK to review existing contracts, break and termination clauses, and begin tendering process for auditors and other services e.g. insurance. Consulting shared services contacts for recommended providers.	SK/ EW	Auditors tendered; new auditors appointed. Dirk George completing a root and branch review of all contracts .	April 2017
5.1	<i>Addendum:</i> CB to submit funding application.	CB	Agenda item – Board discussion	
AOB	EW to confirm venue details to Board members	EW	Completed	April 2017

**Proposed:** David Kingstone

**Seconded:** Dan Johnson

#### Essential Matters Arising

There were no essential matters.

#### 3.0 CEO Report - (CB)

The report was tabled and noted

#### 4.0 Safeguarding

The paper was tabled and noted

#### 5.0 Code for Sport Governance (SK)

The Board was asked to note the agreed actions with Sport England/ UK Sport and to agree to proposed approach to achieve compliance by 30<sup>th</sup> October 2017.

ML asked how the Nominations Committee would be constituted. PH advised that the Committee membership had been revised in advance of the appointments process for Graham and Sam to ensure compliance with the Code and had invited Jo Simpson (independent) to support this process.

DJ and DK raised concerns that the open and public appointments process for the Chair risked the appointment of someone not directly connected to the sport and that it was important that the person appointed was able to represent the members. DJ added that it was important to keep members at the heart of BWB's decision-making process. In response CB reassured the Board that the members would be engaged in the appointments process.

PH agreed that FRAG members would provide support to SK in delivering this work.

**Actions:**

- 1. SK to progress the work towards full compliance with the Code by the 30<sup>th</sup> October 2017**
- 2. SK and PH to complete a review of the Nominations Committee membership by October 2017**

6.0 Approval of Board Protocol (SK)

MM reiterated his challenge made at the February Board meeting for the need for an implementation plan to put the protocol into action. JS recommended that plans are made for a facilitated discussion.

The Board agreed the protocol.

**Action: SW, MM and GA to work with SK to deliver a facilitated discussion to support the Board with the on-going adoption of the Protocol.**

7.0 Substantive item: Business Review (Sport England)

CB introduced this item by explaining that the objective of the discussion was to provide guidance to the SLT to enable them to progress funding negotiations with Sport England. CB thanked CC for his support so far and invited him to input to the discussions as he wished.

-SECTION REMOVED – CONFIDENTIAL –

**Action: Board agreed that a Task and Finish Group consisting of JS, SW, CB, JR and SK to develop a final proposal in time for Sport England's deadline of the 31<sup>st</sup> July. The task and finish group to agree a plan; time lines and critical 'check and challenge' points with the rest of the Board.**

-SECTION REMOVED – CONFIDENTIAL –

8.4: Elite Training Centre - Progressing Heads of Terms to Contract

-SECTION REMOVED – CONFIDENTIAL –

**Actions :**

- 1. Graham Arthur to review the final version of Heads of Terms prior to agreement.**
  - 1. The Board to agree the progress for moving from the Heads of Terms to signing the final contract.**

2. An appendix to the contract to set out the relationship management arrangements and demonstrate processes to avoid conflicts of interest.

3. All board members promote the advert for PAG Chair.

**Actions from the meeting 6<sup>th</sup> June 2017**

Paper / Item		Action	Responsible	Status / Outcome	Deadline / agreed date
5		To progress the work towards full compliance with the Code by 31 <sup>st</sup> October 2017.	SK		30 <sup>th</sup> October 2017
		Complete a review of the Nominations Committee membership.	SK,PH		30 <sup>th</sup> October 2107
6		Deliver a facilitated discussion to support the Board with the on-going adoption of the Protocol.	SW, MM, GA, SK		December 2017
7		Task and Finish Group consisting to develop a final proposal in time for Sport England's deadline of the 31 <sup>st</sup> July.	JS, SW, CB, JR, SK		31 <sup>st</sup> July 2017
8.1		Junior League Review paper to be circulate to the Board	JR		June 2017
		Review the timings for the National League for future years	DK, JR		
8.3		Virginia House: MM agreed to circulate the brief.	<del>MM</del> GA		
8.4		Graham Arthur to review the final version of Heads of Terms prior to agreement.	GA		June 2017
		The Board to agree the progress for moving from the Heads of Terms to signing the final contract.			
		An appendix to the contract to set out the relationship management arrangements and demonstrate processes to avoid conflicts of interest.			

		All Board members to promote the advert for the PAG chair	All Board members		16 <sup>th</sup> June 2017
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