

**British Wheelchair Basketball  
Executive Committee Meeting**

**MINUTES – 7<sup>th</sup> February 2017**

**Approved Minutes: 7<sup>th</sup> February 2017 at SportPark, Loughborough**

**Minutes approved at the Executive Committee Meeting 6<sup>th</sup> June 2017**

**Present**

Paul Hudson	Chairman	PH
Martin Morton	Vice Chairman	MM
Jaspal Dhani	Member	JD
Dan Johnson	Member	DJ
Austin Kentebe	Member	AK
David Kingstone	Member	DK
Michelle Leavesley	Independent	ML
Steve Spilka	Member	SS
Jo Simpson	Independent	JS

**In Attendance**

Charlie Bethel	Chief Executive	CB
Paul Davies	Performance Director	PD
Sue Kirby	Operations Director	SK
Jo Richards	Development Director	JR
Lesley Pilling	Head of Marketing & Communications	LP
Emily Westwood (part)	Business Support Officer	EW (Minutes)

**Apologies**

Sue Peel	Member	SP
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Chairman's Opening Remarks

PH welcomed everyone to the meeting and thanked them all for their attendance.

Conflicts of Interest appropriate for the meeting

The following conflicts of interests were noted:

MM, PH, JS - Elite Training Centre  
CB – International Impact

Essential Matters Arising

There were no essential matters.

## Reports

## 5.1 CEO Report

CB summarised the main points of the paper drawing the Board's attention to Sport England's decision to contribute £50k to the development of a CRM system.

ML commented that this was a positive result from Sport England and we should use this as an opportunity to synchronise our data management, web and CRM systems. LP confirmed that the tenders have been finalised and will be available by week ending 10<sup>th</sup> February.

*The next paper is confidential:*

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JR also mentioned that she had visited Northern Ireland and had proactive discussions regarding the future delivery of the Celtic Cup.

AK asked for further clarification regarding the process for talent identification.

**Action:** Board members are invited to express interest in taking on the role of Board Champion.

**Action:** AK, JR and Simon Fisher to discuss process for talent identification outside of the Board meeting.

#### 5.4 – Performance

PD flagged that PAG is meeting on the 22<sup>nd</sup> February to discuss Athlete Performance Awards.

#### 5.5 – Safeguarding (tabled)

PH question if we had had a response to our letter sent to the Minister regarding our commitment to review historical cases. CB advised we had not however this was not unexpected.

#### 6.1- Draft Board Protocol

SK introduced the paper and thanked the task and finish group for their feedback. SK said she mentioned the protocol to Sport England and UK Sport in recent discussions regarding the Code for Sport Governance; highlighting that it would support several of the Code's mandatory requirements.

MM highlighted that once the protocol was finalised it was also important to think about how it would work in practice with subcommittees and the board.

**Action:** Protocol to be circulated to Board members for feedback and suggests on how to embed the protocol into Board and subcommittee workings.

#### 6.2 Code for Sport Governance

SK introduced the paper explaining she and Charlie recently met with Sport England and UK Sport to discuss their initial findings in terms of how far we were from meeting the Code. This was a desk based exercise and was intended only as a starting point. Sport England and UK Sport will work with BWB to agree an Action Plan to be in place from 1<sup>st</sup> April 2017 and will work with BWB to implement the plan, moving towards full compliance.

**Action:** SK to liaise with UK Sport and Sport England to progress the production of the action plan.

#### 6.3 Update on Recruitment of Independent Non-Executive Directors

SK introduced the paper explaining that the nominations policy, as with other policies, would be revisited as part of the process to ensure compliance with the Code for Sport Governance. In response to the Code the Chair has asked JS, in her capacity as an independent board member, to join the nomination committee.

SK reported that 10 applications had been received and the short-listing process was underway. ML highlighted that this needed to progress without delay as the cohort of independent members needed to be strengthened

[REDACTED]

[REDACTED]

**Action:** EW to draw up short list of candidates from Nomination Committee feedback.

#### 7.1 Finance Risk and Governance Group

A budget profile paper was tabled at the meeting.

JS [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] reported that FRAG has agreed that the Finance Accountant role, currently covered by a contractor, would be advertised to recruit a Finance Manager / Head of Finance into the business.

**Action:** SK to progress recruitment process in consultation with HR & Remuneration Committee

**Action:** 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.

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

#### 7.3 League

The paper was noted

#### 7.4 Technical

No paper tabled. SS explained that there were rule changes regarding chair design particularly relating to wheel hubs and front-bar angles as well as changes to time-out regulations.

These details will be added to the BWB website once IWBF has uploaded them.

#### 5.1 (addendum to CEO report)– International Impact Strategy and Delivery

CB introduced the paper explained the background to the role and the areas for decision.

**Action:** CB to submit funding application

CB left the meeting

The board discussed the paper and the recommendation to support CB as the CEO in the international impact role. After an involved discussion it was agreed that the paper requesting the Boards support for CB to perform the International role with allocated days be approved.

**Action:** PH and JS to advise CB of the outcome, endorsing the need for the role not to detract from the role of CEO whilst undertaking international duties.

### 7.5 Elite Training Centre

JS, MM and PH exited the room prior to the discussion of the Elite Training Centre.

CB re-joined the meeting.

ML chaired this agenda item and introduced a terms of reference to the group. She asked the group to focus in the constitution of the working group and the panel. Also to note the SS had the role of independent observer.

ML emphasised the need to demonstrate complete transparency in the process and result in an unbiased recommendation to put to the BWB Board. JD commented that it was also important to demonstrate due diligence to UK Sport.

It was agreed the Terms of Reference were fit for purpose.

### Any other relevant business

AK asked if BWB should be concerned with the rise in the promotion of wheelchair rugby in schools? CB in response explained that the participating cohort was not the same profile as those playing wheelchair basketball. PH commented that a watching brief was important and that BWB must not be complacent if this became a threat to our target market.

PH, MM and JS returned to the meeting. PH advised that as the Board had over run, quite rightly to consider several important business issues, the Safeguarding training would be rescheduled for June 2017 meeting.

PH advised the Board that the next meeting (6<sup>th</sup> June) coincides with Continental Clash and will be at Worcester to enable Board members to see some wheelchair basketball after the meeting. Confirmation of meeting times and venue to follow.

**Action:** EW to confirm details to Board members.

### 10. Date venue of next meetings

**Please Note:** The 6<sup>th</sup> June Board meeting will take place at The Whitehouse, Worcester. Details will be forwarded to Board members nearer the time. All other board meetings will be held in Loughborough.

Date	Time	Venue
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6 <sup>th</sup> June 2017	12:00 – 15:30	The Whitehouse, Worcester.
7 <sup>th</sup> November 2017	12:00 – 15:30	Pool Room, Loughborough
30 <sup>th</sup> January 2018	12:00 – 15:30	Loughborough

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

Paper / Item		Action	Responsible	Status/Outcome	Deadline / agreed date
5.1	i.	The Board agreed the SMT should progress with option 1.	CB/ SK	Completed	March 2017
5.1.1	i.	FH to send the timetable to Board members asking them to indicate their preferences. EW to support the process.	FH	Completed	
	ii.	EW to raise with Jay Popat and communicate date to the Board at the earliest opportunity.	EW <sup>1</sup>	Completed –AGM date is Saturday 29 <sup>th</sup> July 2017, The Link Hotel, Loughborough	March 2017
5.3	i.	Board members are invited to express interest to SK in taking on the role of Board Champion.	All		March 2017
	ii.	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	i.	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
6.2	i.	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	i.	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	i.	SK to progress recruitment process for Finance role in consultation with HR & Remuneration Committee	SK	Completed – Dirk George appointed	March 2017
	ii.	SK to review existing contracts, break and termination clauses,	SK/ EW	Auditors tendered; new auditors appointed.	April 2017

<sup>1</sup> Actions for EW will be picked up by SK as EW went on maternity leave on the 26<sup>th</sup> Feb 2017

Paper / Item		Action	Responsible	Status/Outcome	Deadline / agreed date
		and begin tendering process for auditors and other services e.g. insurance. Consulting shared services contacts for recommended providers.		Dirk George completing a root and branch review of all contracts .	
5.1	i.	<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