

BOARD MEETING

07 DECEMBER 2022 (3:30PM-6:00PM)

MINUTES

1. Opening Remarks (EC)

2. Apologies and Declarations (EC)

Apologies

- Craig Boyd

Conflicts of interest:

- DJ – Manchester Revolution
- CH - Coventry

3. Minutes and Matter Arising (JPR)

- All matters closed out or will be during meeting with exception of board meeting topics.
Action: For future board meetings, the board will be invited to spend a significant part of the meeting discussing a specific topic that directly relates to the organisational strategy. These topics will be agreed between the CEO and Chair and circulated in advance along with any supporting information.
- Kevin Analuwa was appointed to the Board as EDI Champion – he is the current EDI Champion at JP Morgan.

4. CEO Report (JC)

- Sport England grant applied for 250K of CWG legacy money from the Innovation and Digital Fund. The presentation for the funding was shown to the board which will develop a sustainable junior participation and competition programme that is accessible to all aspiring young disabled wheelchair basketball players, through which we will understand how we can better meet the needs of young people. There are four desired outcomes for this investment: 1) An insight-driven Junior Development Plan that details the motivations and needs of junior participants at all levels, including the digital communications needs of this audience; 2) An engaged club network that has the appropriate levels of support and infrastructure to enable them to meet these needs and deliver sustainable growth that is created with our network of clubs and volunteers; 3) Growth in the number of young people participating in our sport at club level and in junior competitions, driven through a digital engagement programme, with a particular focus on inactive and under represented groups and; 4) Increased opportunities for competition experience and participation at local, regional and national level for young people in our sport.

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- It is hoped that Sport England will inform us of our success or otherwise before the Christmas break, after which a full delivery plan will be developed, beginning with the first stage of the insight work in conjunction with clubs and members.
- If successful, much of this work will be delivered by the end of 2023. The application also includes appropriate resource to deliver the project.
- We are awaiting confirmation of a new partner which could include a significant investment into our sport. This is a multi-year agreement which we hope to confirm early in 2023.
- A new board tracker was presented to the board to provide numerical metrics against strategic priorities. This is still to be refined further but will provide measurement of performance against objectives at all board meetings. Metrics now include participation, workforce, performance and financial data. It was noted that the participation metrics may not include everyone involved in our sport (for example if they are part of a club that is not affiliated to BWB or if they are not members) but that the data is a starting point and it is the best that we have at the present time.
- It was acknowledged that we are now halfway through the current strategy which is a good time to review it and ensure that a) the organisation is on track to meet objectives and b) that the objectives are still relevant and appropriate. The Board agreed that there is a lack of clarity around some of the strategic objectives and that as there were no baseline metrics set when it was written, it is difficult to measure performance. A review of the current strategy will be presented at the March meeting.
- The risk register has been refined and will now be discussed in detail at the FRAG committee meetings who will report back to the board if there are any significant issues to discuss.
- A membership engagement plan was discussed and will start with regular webinars. The first of these is an introduction to the new CEO and future topics will be announced.. There are further engagement events planned, such as a performance roadshow involving the Performance Director and his team visiting clubs. The annual club conference will also be reinstated in June.
- The new EDI Board Champion, Kevin Analuwa joined the meeting briefly and introduced himself to the board.
- *Action: SMT to review current strategy, including recommendations for participation number targets and present back to Board in March.*
- *SMT to confirm if Sport England grant application is successful.*
- *JB to confirm new partner as soon as possible.*

5. Financial (EC)

- EC presented the Q2 Management accounts – Q3 & Q4 accounts will be reforecasted.
- Commercial targets will hopefully be met by the end of this financial year.

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- Underspend due to delayed recruitment.
 - *Action: LPI to add narrative to the management accounts where possible*

6. Performance (DE)

- A performance review will be completed after each major tournament. The review presented to the board was on CWG 2022. Independent feedback was collated from those who took part in the Games and recommendations for future Games included. It is important to note that the performance of the team was not impacted by any issues.
 - *Action: DE to review strategy for the World Championships*
 - *Action: DE/SR to prepare 'start, stop, continue' one pager to identify what did and didn't go well, what could have been improved and a summary of changes for future major events,*

7. Safeguarding (SR)

- SR has worked on a safeguarding plan with costs following the Whyte Review. An operational strategy for safeguarding needs to be put in place alongside consultation with clubs to ensure that effective safeguarding is delivered throughout the organisation. Investment would be around 11K per year, excluding any major safeguarding issues.
- A update of current safeguarding issues was delivered to the board of ongoing cases.
- Issues with Playwaze and how to improve this are currently being addressed.
 - **DECISION – ALL BOARD MEMBERS APPROVED implementation of 'quick wins' as detailed in the plan, including the appointment of an Integrity Officer on a 12-month FTC if funding applications are successful.**
 - *Action: TH to set up call with contact who could offer assistance with safeguarding in Jan/Feb.*
 - *Action: SMT to present safeguarding plan to next Board meeting*

8. Operations (LPI)

- A 'People Strategy' was presented to the board that will build a culture of enabling everyone to be heard that encompasses the staff team and wider workforce. The board fully supported this strategy and the initial accompanying plan. *Action – LIP and JB to work on staff structure to present to board.*

9. Governance/Risk Register (JC)

- SMT have written the risk register with the major risks and a scoring system related to each. Each SMT member is responsible for managing these risks and identifying smaller risks that sit underneath the main ones.
- The risk register will sit with the FRAG committee for ongoing management who will report back to the Board as required.
- Discussion around the current financial climate centred on the impact on individual members, the continued running of and clubs and the overall impact on our sport. This risk is to be added to the risk register.
- There were 18 proxy votes for the Sporting Director positions and 28 registered to vote at the AGM. DJ and CH agreed to act as proposer and seconders if so required.
 - *Action – cost of living crisis to be added to the risk register.*
 - *Action – risk register to be included at next FRAG and board alongside review of strategy.*

10. AOB (JPR)

- Reminder to board for safeguarding training in January.
- Thanks to DJ for his contribution to the board as a Sporting Director over the past 8 years

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- Thanks to JC for her contribution as interim CEO.

Date of Next Meeting: Wednesday 8th March 2023

ACTION LOG:

07.12.22	World-Leading NGB	JB to present strategy review at next Board meeting.	BOARD/JB
07.12.22	World-Leading NGB	SE funding to be confirmed	JB
07.12.22	World-Leading NGB	New partner to be confirmed	JB
07.12.22	World-Leading NGB	Narrative to be add to the management accounts where possible.	LPI
07.12.22	World-Leading NGB	Strategy to be put in place for the World Championships	DE
07.12.22	World-Leading NGB	'Start, stop, continue' one pager for board following CWG review	DE
07.12.22	World-Leading NGB	All board meetings to be given a topic for deep dive discussion	JPR/JB
07.12.22	World-Leading NGB	Call to be set up with contact for safeguarding assistance	TH/SR
07.12.22	World-Leading NGB	Safeguarding plan to be presented at next Board meeting	JB/SR
07.12.22	World-Leading NGB	Staff structure for board	JB/LIP
07.12.22	World-Leading NGB	Cost of living crisis to be added to risk register	JB
07.12.22	World-Leading NGB	Risk register to be discussed in detail at FRAG	JB
07.12.22	World-Leading NGB	PAC and FRAG dates to be aligned for 2023	JPR/SW/EC
07.12.22	World-Leading NGB	Noms meeting to be set up in January 2023	JPR/TS

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