



Minutes subject to approval at the next British Swimming Board Meeting

**BRITISH SWIMMING BOARD
Minutes of the meeting held on 1st-2nd September 2017
Genting Hotel, NEC, Birmingham**

Present:	Maurice Watkins	Chair
	Ray Gordon	ASA
	Alex Kelham	ASA
	Keith Ashton	ASA
	Maureen Campbell	SASA
	Fergus Feeney	WASA
	Craig Hunter	Independent Member
	Adele Stach-Kevitz	Independent Member
	Peter Littlewood	Independent Member
	Graham Edmunds	Athlete Representative
	Ian Mason	Chief Operating Officer (COO)
	Ash Cox	Director of Legal Affairs (DOL)
	Kathreen France	Head of Finance (HOF)
	Wendy Lockton	Operations Manager
	Chris Spice	Performance Director - Swimming (Friday only)
	Alexei Evangulov	Performance Director - Diving (Friday only)

Apologies: Urvashi Dattani Independent Member

Min No

63. Welcome and Introductions

63.1. The Chairman welcomed all to the meeting and introduced Chris Spice and Alexei Evangulov who would be presenting to the Board on an overview of the 2017 FINA World Championships and next steps in the lead up to Tokyo 2020.

64. Presentation by Chris Spice, Performance Director for Swimming

64.1. The main headings of the presentation were:

- 2017 Performance Update
- 2017 Comparison
- Seasons Best Percentage
- Budapest 2017 Individual SB/PB by Nation
- Budapest vs Rio Finishing Positions
- 10 Records : 10 athletes – 38% of team
- Marathon Review
- Pathway Review
- Elite Coach Programme
- 2017 Review
- Toward 2020

64.2. The Board were invited to ask questions.

64.2.1. The Board queried who was accessing Off the Blocks. A paper on this project to

be brought to the November Board meeting.

64.2.2. A discussion took place regarding seasons best and the importance of managing the expectations of UK Sport in this area, especially being mindful of the plan to have an increased numbers of juniors on some teams in the lead up to Tokyo 2020.

64.2.3. A discussion took place on the split between the performances of males and females in Budapest. It was recognised that the females did perform well at the World Junior Championships. This matter to be further explored at the Debrief.

64.2.4. The Board noted the positive change in culture within the Swimming programme, which was striking in both Budapest at the Senior level and Indianapolis at the Junior level.

64.3. The Performance Director was congratulated on the performances over the summer and thanked for his informative and interesting presentation.

65. **Presentation by Alexei Evangulov, Performance Director for Diving**

65.1. The main headings of the presentation were:

- Reflections on the World Championships 2017. Next Steps.
- Contents
- British Diving in Budapest 2017 – Planning
- British Diving in Budapest 2017 – Preparation
- British Diving in Budapest 2017 – Selection
- British Diving in Budapest 2017 – Challenges
- Performance – Achievements
- Performance – Lost Opportunities
- Conclusions
- Post-Olympic World Championships comparison
- British Diving place in the world

65.2. The Board were invited to ask questions.

65.2.1. The Performance Director was asked for an update on the plans for the Olympic Games holding camp. The Board were provided with an update on the progress made in this area to date and the options currently available. The Board urged the Performance Director to bring this matter to a conclusion in the near future and offered assistance to the Performance Director.

65.2.2. Discussion took place regarding the strategies the Performance Director has put in place in the lead up to Tokyo 2020 particularly in relation to the women's 10m synchro project. It was recognised that there needs to be a balance between running this project and ensuring it does not have a negative impact on other areas in terms of removing resources from these other areas.

65.2.3.1. Detailed discussion took place on the progress made in terms of securing the 2019 and 2020 World Series in London. The Chief Operating Officer provided the Board with an update on this area outlining that whilst both UK Sport and FINA are interested in this event taking place the challenge is finding the commercial money. A robust business plan is therefore required. Further discussions to take place with UK Sport and FINA on this matter.

65.2.3.2. A suggestion was made to consider an alternative venue, for example work with

Event Scotland on delivering the event in Edinburgh. Consideration to be given to this but it was recognised that FINA ideally want the event to take place in London.

- 65.3. The Performance Director was congratulated on the performances over the summer and thanked for his informative and interesting presentation.
66. **Welcome and Apologies**
The British Swimming Board meeting continued on the Saturday morning. The Chairman welcomed everyone to the meeting and apologies were noted from Urvashi Dattani.
67. **Declarations of Interest** – none declared
68. **Minutes of the Meeting held 9th-10th June 2017**
- 68.1. The Minutes were agreed as a correct record of the meeting.
69. **Matters Arising from the Meeting held 9th-10th June 2017**
- 69.1. Min 54.1 – The Board were informed that no progress has been made in relation to the potential contribution from LEN towards the European Championships. The Board recognised the importance of bringing this matter to a conclusion and it was agreed the Chairman would pick this matter up with David Sparkes.
- 69.2. Min 57.4 – The Board were provided with an update on the latest discussions which have taken place with potential new partners Swiss Timing and HyTek. A further meeting to take place when the Chief Executive of Swim England returns from annual leave and a decision will be made based on business principles.
- 69.3. Min – 57.6 – The Board were updated on the recent meeting which had taken place with the General Secretary of the China Swimming Association. The Board to be kept updated as this matter progresses.
- 69.4. Min 56.2 – The Board were informed of the potential way forward in terms of the ASA contribution to British Swimming. A paper clarifying the situation to be brought to the Home Country Partnership meeting in November for sign off by all Home Countries. This will agree the principles for years 2, 3 and 4. Detailed discussion took place on this matter. The Board were in agreement that contractually the ASA will still owe British Swimming the contribution for Year 1 of the 4 year period.
70. **Report of the Chief Operating Officer**
- 70.1. The Chief Operating Officer requested feedback from the Board on the presentations which had taken place the previous night by the National Performance Directors for Swimming and Diving.
- 70.1.2. The Board were in agreement that pressure needs to be kept on the National Performance Director for Diving in terms of securing the venue for the 2020 Diving Olympic holding camp.
- 70.1.3. Discussion took place with regards to the proposed larger swimming team numbers for the 2 events due to take place in Glasgow in 2018 and 2019. This was well received by the Board who felt this was a good strategic decision particularly from a commercial perspective.
- 70.1.4. The Chief Operating Officer informed the Board that a group has been set up to

further discuss the proposed staff engagement programme to be run at the 2018 European Championships. A paper to be brought to the November Board meeting.

70.1.5. The Board asked if the results from the FINA World Championships have been favourable from a UK Sport perspective. The Chief Operating Officer outlined that following the Championships perceptions are good at an Officer level but the upcoming Mission Review meetings will better confirm this situation.

70.1.6. Keith Ashton updated the Board on recent contact he has had with Melanie Beck in relation to the High Diving programme and how the athletes would like to engage further with British Swimming. The Board were reassured that where possible British Swimming is trying to include the non-funded sports but the limiting factor is clearly resource.

70.2. **Optimal Athlete Development Framework**

70.2.1. The Board were provided with a copy of the project outline for this framework for their interest. It was agreed that Tim Jones would attend the February 2018 Board meeting to further update the Board on this framework.

70.3. The Board were informed that dates are now in the diary for the Annual Review meetings with UK Sport for all 3 funded sports. Meetings to take place in November which both the Chief Operating Officer and the new CEO will attend.

70.4. **Culture Health Check**

70.4.1. The Board were provided with an update on the Culture Health Check which each sport now has to undergo on an annual basis. The Chief Operating Officer informed the Board that a date has now been agreed to receive the initial feedback from the Culture Health Check for Diving and that once this has been received an action plan will be produced in terms of dealing with the issues and ensuring that all actions are appropriately fed back. The Board to be kept updated as this matter progresses.

70.4.2. The relevant Board members were encouraged to complete the surveys without delay.

70.5. **2020 BOA Olympic Trials**

70.5.1. The Board were provided with a paper outlining the issues for the Olympic Trials concept. The Board requested confirmation of exactly which sports are still interested in this concept. This matter to be brought to a future Board meeting at which point a decision as to whether to proceed or not will be required.

70.6. **British Swimming Annual Report and Strategic Plan**

70.6.1. The Board were provided with a project plan for both of these documents.

70.6.2. The Board were informed that the timeline for the Annual Report is critical in terms of ensuring the Annual Report is ready for approval at the AGM in November. The Board were urged to feedback as promptly as possible following receipt of the first draft.

70.6.3. Discussion took place with regards to non-funded sports and it was felt these need to have a presence in the Annual Report.

70.6.4. The Board were asked to feedback any suggested names for the 2017-2020 Strategic Plan to Wendy Lockton.

- 70.6.5. The Board offered to provide technical expertise in the production of both of these documents, The Operations Manager to contact Board members for assistance where required.
- 70.7. **2018 European Championships, Glasgow**
- 70.7.1. The Board were updated on the current operational challenges being experienced with Glasgow in terms of this event and were informed that these issues had been picked up with LEN whilst in Budapest at the FINA World Championships. The Board were also informed of the current challenges in terms of the Open Water event planned to take place in Loch Lomond. Discussion took place in terms of the risks to British Swimming and the Board were reassured that these challenges are being managed accordingly.
- 70.8. Fergus Feeney updated the Board on the working group meeting he had recently attended with GB Water Polo. Detailed discussion took place on this matter. It was agreed that as the non-funded sports are part of the British Swimming constitution British Swimming should have some engagement with these sports. It was agreed that a report from the non-funded sports should be brought to each Board meeting, led by the British Swimming Board representative for that sport. It was stressed however that British Swimming do not have any financial resource available for these sports.
- 70.9. **International Influence**
- 70.9.1. The Board raised an issue with regards to the lack of update on International Influence on the Board agenda despite this being one of British Swimming's main objectives. The Board were in agreement this matter should be a standard item on future agendas.
- 70.9.2. The Board requested to be sent copies of the Minutes from International Sub Group meetings.
71. **Report of the Chairman**
- 71.1. The Board expressed concerns for the health of Chris Bostock and requested for a letter to be sent to Chris wishing him a speedy recovery.
- 71.2. **TYR**
- 71.2.1. Concerns were noted regarding the outstanding commission owed from TYR and detailed discussion took place on this matter. The Board were in agreement that as TYR are not adhering to the contract the Head of Finance should follow this matter up with TYR as a matter of priority.
- 71.3. The Board were informed that the Board recruitment process for the retiring Craig Hunter will commence in the near future.
- 71.4. **FINA/LEN**
- 71.4.1. The Board wished to record the appointment of David Sparkes on to the FINA Bureau as confirmed at the recent FINA Congress in Budapest. It was noted that British Swimming has not had anyone successfully selected for the Bureau since 1948.
- 71.4.2. The Board also recorded the appointment of Craig Hunter to the FINA Technical Swimming Committee, the first British Swimming selection to this Committee for 25 years.

- 71.4.3. A report on FINA/LEN to be brought to the November Board meeting under the Chairman's report.
72. **Report of the Director of Legal**
- 72.1.1. The Director of Legal updated the Board on the recent meeting with UK Sport Governance Manager which he had attended along with the Chairman.
- 72.1.2. UK Sport has produced a Directors Declaration of Good Character, a copy of which was provided to the Board. The Board were invited to review and approve the same. Discussion took place on this matter particularly with regards to anti-doping and minors. Following this discussion the Board unanimously approved the Declaration and each signed a copy and returned this to the Director of Legal. This Declaration will form part of the Board induction pack.
- 72.2. **English Institute of Sport (EIS)**
- 72.2.1. The Board were provided with an update on the contract negotiation with the EIS for their Services for the next quadrennial. The Director of Legal alerted the Board on the potential impact that the TUPE Regulations and the current contractual provisions could have on British Swimming. Detailed discussion took place and the Board expressed their concern on the potential financial exposure for British Swimming. The Board asked the Director of Legal to revert back to the EIS as soon as practicable to continue the negotiations but the Board was not prepared to agree to enter into this agreement with this potential exposure.
- 72.2.2. Craig Hunter to raise this issue generally at the next EIS Board meeting.
- 72.2.3. The Board requested the Director of Legal to engage with UK Sports legal team on this matter and seek to reach a pragmatic solution.
- 72.2.4. The Director of Legal to keep the Board updated as this matter progresses.
- 72.3. The Director of Legal updated the Board on progress made in the area of Cyber Essentials. It is hoped certification will be achieved in the next month.
- 72.4. **General Data Protection Regulations (GDPR)**
- 72.4.1. The Director of Legal provided the Board with an update on the GDPR due to be transposed in to UK law with the draft Data Protection Bill. The Director of Legal highlighted to the Board the far reaching effects on the GDPR on sport and detailed discussion took place on this matter.
- 72.4.2. The Director of Legal is part of a small group of sports making submissions through external advisors to DCMS directly and will keep the Board updated accordingly as this matter progresses.
- 72.5. The Director of Legal informed the Board that "Swimming Championships 2016 Limited" will be changing its name to "Swimming Championships Limited".
- 72.6. The Board were informed that following the FINA Congress "Synchronised Swimming" has undergone a name change to "Artistic Swimming" and British Swimming is constitutionally obliged to follow FINA's change.
- 72.7. The Confidential Minutes from the June Board meeting, held 9th-10th June 2017, were approved.
- 72.8. **People Report**

- 72.8.1. The Director of Legal updated the Board on some issues which are being tackled that relate to the joint submission with Swim England for the Advanced Equality Standard. There had been a suggestion from Swim England that they had received advice they should make their application separately from British Swimming. The Chief Operation Officer and Swim England CEO have discussed this issue and the joint submission remains the plan. The Swim England CEO has been helpful in unravelling some mixed messages. A meeting with Swim England is planned for later in September to iron out the issues and hopefully agree a way forward. The Board were reassured that despite these issues UK Sport are happy with progress made in this area to date.
- 72.9. A confidential discussion took place regarding an independent investigation.
73. **Report of the Head of Communications**
- 73.1. The report was noted by the Board.
74. **Report of the Head of Finance**
- 74.1. The Head of Finance provided the Board with an update on the British Swimming and World Class Management Accounts for the 3 month period ended 30th June 2017 highlighting the reasons for the main deficits and underspends.
- 74.2. The Head of Finance informed the Board that the Quarter 1 reports have been submitted to UK Sport but have not yet been formally signed off.
- 74.3. **British Swimming Budget 2017-2018**
- 74.3.1. The Head of Finance presented the Board with the revised British Swimming budget for 2017-2018 noting the small surplus.
- 74.3.2. Discussion took place on ongoing costs in relation to representative roles at European and International level. This matter to be discussed at the forthcoming Remco meeting.
- 74.4. The Head of Finance informed the Board that the external audit for the previous financial year took place in June. Some further work is required regarding new disclosure requirements which the Head of Finance is currently discussing with Haysmacintyre. The approval of the statutory accounts is scheduled for the November 2017 Board meeting.
- 74.5. The Head of Finance outlined the changes to risk management as a result of the Group Internal Audit Manager no longer being employed by Swim England and highlighted the enhanced cost to be incurred as a result of this change. The Board recognised the potential loss of knowledge and experience should British Swimming decide to not utilise this service via Haysmacintyre moving forward. The Head of Finance to discuss this with the new CEO when he is in post.
- 74.6. **Matters Reserved for the Board Guidance and Schedule**
- 74.6.1. The Head of Finance provided the Board with an updated version of the Matters Reserved for the Board Guidance and Schedule and confirmed that all of the changes which had been agreed at the previous Board meeting had been incorporated.
- 74.6.2. Detailed discussion took place on this and further adjustments were requested by the Board. The Head of Finance to make the required amendments and circulate electronically the updated and hopefully final version, using track changes, to the Board for approval.

74.7. **Reserves Policy**

74.7.1. The Board were provided with an updated Reserves Policy which incorporated the changes which had been requested at the previous Board meeting. Discussion took place on this matter. It was agreed that commercial income is required in order to achieve the target set in the Policy which is the aspiration.

74.7.2. Following the discussion the Board approved the Reserves Policy.

75. **Future Meetings**

75.1. A request was made for consideration for future meetings to be held at National Centres and also going forward for some meetings to not be held at weekends. Whilst the 2018 meetings have been set already the venues for all meetings have not so consideration to be given to base some meetings, if possible and deemed beneficial, at National Centres.

75.2. Following the success of the recent joint Board meeting with Swim Scotland Fergus Feeney offered to host a joint meeting with Swim Wales in Wales. Consideration to be given to this moving forward.

76. Date of next meeting – **3rd-4th November 2017, Lancashire Cricket Club, Manchester.**

There being no further business the meeting closed.