



Minutes subject to approval at the next British Swimming Board Meeting

**BRITISH SWIMMING BOARD
Minutes of the meeting held 14th/15th September 2018
Genting Hotel, NEC, Birmingham**

Present:	Maurice Watkins	Chair
	Jack Buckner	Chief Executive
	Ray Gordon	ASA
	Keith Ashton	ASA
	Alex Kelham	ASA
	Graeme Marchbank	SASA
	Fergus Feeney	WASA
	Peter Littlewood	Independent Member
	Adele Stach-Kevitz	Independent Member
	Urvashi Dattani	Independent Member
	Graham Edmonds	Athlete Representative
	Ian Mason	Chief Operating Officer
	Ash Cox	Director of Legal
	Kathreen France	Head of Finance

Apologies: Wendy Lockton, Operations Manager, David Carry Independent Member

Min No

54.	Welcome and Introductions
54.1.	The Chairman welcomed everyone to the meeting, particularly Graeme Marchbank, who was joining for the first time. There was a round table introduction of all attendees.
5.	Presentation by Chris Spice, Performance Director - Swimming
55.1.	The Chairman welcomed Chris to the meeting who was presenting to the Board a review of the LEN European Championships and next steps.
55.2.	The main headings of the presentation were: <ul style="list-style-type: none"> • Tokyo Aspirations (2017-2020) • Commonwealth Games - Wales on the Gold Coast • Commonwealth Games - Scotland Delivers • Commonwealth Games - England Performance • Glasgow 2018 • Season's Best – Benchmark Meet • Percentage of Medals Won (Olympic Events) • Olympic Medals Won & Medal Position by Year • 9 records broken – 30% of team • 2018 European Long Course vs Commonwealth Games • UK Sport Targets

	<ul style="list-style-type: none"> • Athletes – What went well at Euros? • Athletes – What could we improve? • Athletes – What the WCP did well? • Athlete – WCP could do better • Athletes – WCP improvements • Athletes – rate own 2018 performance • 2018 Season • 2018 European Long Course + 2018 Pan Pacs • Simulated 2018 World medals (Olympic events only) • Tokyo 2020 Predicted Bronze • European Junior Results • Volume of athletes at European Seniors • Volume of medals won at the 2018 European Championships
55.3.	Discussion took place regarding feedback forms. The response rate was high as the athletes were asked to complete them whilst on the camp.
55.4.	It was noted that the 2018 European Long Course and 2018 Pan Pacs simulated medal table did not include China.
55.5.	It was highlighted that the athletes had rated video analysis low. It was felt this was the case as the athletes now see video analysis as routine.
55.6.	Chris was thanked for his presentation.
56.	Presentation by Chris Furber, Performance Director – Para Swimming
56.1.	The Chairman welcomed Chris to the meeting who was presenting to the Board on a review of the World Para Swimming European Championships and next steps.
56.2.	The main headings of the presentation were: <ul style="list-style-type: none"> • Team • Performance KPI's • Metrics • Feedback and Debrief • Debrief Actions • Mission: East • System • ROAR Ingredients
56.3.	Discussion took place with regards to how mental health problems are identified. It was felt that athletes appear to be more comfortable in terms of identifying issues in this area and in turn raising them. The Board stressed the importance of having a robust system in place to deal with mental health issues.
56.4.	Chris was thanked for his presentation.
57.	Declarations of Interest - none declared
58.	Minutes and matters arising from the previous meeting.

58.1.	The Confidential Minutes following the External Board Evaluation were approved as a correct version of the discussions.
58.2.	The Minutes were recorded as a correct record of the meeting.
58.3.	Matters Arising from the minutes:
58.3.1.	Min 43.2.2 - It was confirmed that the targets were revised and had been met.
58.3.2.	Min 43.5 - Diving Olympic Holding Camp is still being looked into and the Board will be kept updated.
58.3.3.	Min 43.7 - UK Sport Public Investment Principles Questionnaire had been circulated.
58.3.4.	Min 44.3 - Following a Tender for the Auditors partners names had been received.
58.3.5.	Min 44.6 – The contractual payments from TYR had been received.
58.3.6.	Min 46.1.1 The new format for the Board agenda was in place for this meeting.
58.3.7.	Min 46.1.2 - The Board Papers had been circulated in time for the meeting.
58.3.8.	Min 47.1.2 - It was noted that the Swimming Tracker comments were very useful, and that it would be useful if Diving could do the same. It was also noted that Diving information was more historical, and should be more up to date
58.3.9.	Min 48.5 - A copy of the Equality & Diversity paper had been circulated.
58.3.10.	Min 50 - The Director of International Influence and Director of Events & Communications Reports will be produced on a 6 month basis.
59.	Finance, Audit & Risk
59.1.1.	The Head of Finance provided the Board with an overview of the accounts for the 3 months ended 30 th June 2018. The Board were advised that work had been undertaken to make the commentary report more user friendly, by adding extra columns for BS and each World Class discipline to indicate the impact on the annual budget of each identified variance.
59.1.2.	The Head of finance provided the Board with an explanation on the significant variances
59.2.	The Head of finance confirmed that the Quarter 1 reports for Year 2 of the quadrennial cycle have been submitted to UK Sport, and are awaiting sign off from UK Sport.

59.3.	Some small invoices were still outstanding from TYR. However, TYR have offered £10k sponsorship package for the Awards dinner, with payment deferral until the end of January 2019.
60.	Chairman's Report
60.1.1.	The Chairman advised that Ian Mason, Chief Operation Officer, will be retiring at the end of December following 12.5 years of service. An official announcement will be made to the organisation in due course.
60.1.2.	The PD's will report to the CEO. A new role "Director of Business Operations" will be advertised. The Director of Legal will be responsible for Human Resources and become the Accountable Officer in the absence of the CEO. The Board requested an updated organisational structure once the changes had been formalised.
60.1.3.	The question arose over whether the Director of Business Operations would attend the Board Meetings. It was confirmed that he or she would.
60.2.	The Chairman informed the Board that he had been appointed as Chair of British Basketball.
61.	Strategic Issues
61.1.	Whistleblowing Policy for Decision
61.1.1.	The Director of Legal had circulated the new Whistleblowing Policy for the Board to review and discuss. The Whistleblowing Policy applies to all individuals working or participating at all levels within British Swimming, including but not limited to, all employees, athletes, contractors, coaches, officials and volunteers. The Whistleblowing Policy provides for genuine concerns about wrongdoing or illegal or unethical conduct or about suspected wrongdoing or illegal or unethical conduct to be raised
61.1.2.	The Whistleblowing Policy was approved in principle. The Director of Legal will take account of the comments made and revert to the Board with a final version.
61.1.3.	The Director of Legal was thanked for his work on this matter.
61.2.	UK Sport Governance Code
61.2.1.	The proposed amendments to the British Swimming's Memorandum and Articles of Association were discussed and approved.
61.2.2.	The Director of Legal was asked to ensure that the Articles were gender neutral.
61.3.	External Board Review Action Plan
61.3.1.	Following the completion of the External Board Evaluation the Board were provided with an Action Plan detailing the progress to date and the process to follow. The Board endorsed the Action Plan. The Director of Legal will bring an updated Action Plan to the February 2019 Board meeting.
61.4.	Culture Action Plan

61.4.1.	The Board discussed and noted the CAP. The Board requested that an Action Plan be created and submitted at the February 2019 Board.
61.5.	Progress against commercial target.
61.5.1.	A target had been set in the budget, which is yet to be achieved hence a decision to place on hold the commercial role
61.5.2.	The CEO is working with an external company who are leading on Glasgow 2019, as well as some other avenues for further sponsorship opportunities and feedback to the group.
61.5.3.	Options were discussed around digital marketing improvements and increasing income.
61.5.4.	The Diving World Series was discussed and the use of an athlete to build momentum and more interest is being considered. It was noted that performance by the athlete should not be compromised.
61.6.	International Swimming League (ISL)
	The setup of the ISL was discussed, and the CEO advised that FINA are currently stating that any federation who joins will be banned from competing under FINA regulations. British Swimming has not committed to any participation, however is maintaining a watching brief.
61.7.	Annual Report
	The COO confirmed that it will follow the same format as previously, with lots of visuals, the WC Operation Manager will prepare the document and circulate for comments prior to the November meeting to allow for the Annual Report to be signed off at the November 2018 meeting.
61.8.	“Winning Well” and Supplements
61.8.1.	The CEO confirmed that the phrase is working, and athletes are talking about Winning Well, and that we need to continue to explore what it is and what it means.
61.8.1.	A discussion was held around the use of supplements. Anti-Doping education is in place for athletes and is based on 100% ME. The British Swimming Supplement Policy was last updated in 2014. The Director of Legal will commence the review process with the performance teams and sports science staff.
62.	Board Liaison Updates
62.1.	Swimming
62.1.1.	Alex Kelham, went to the Setti Coletti Meet. It was noted that the team were not aware who the Board were, however there was a good openness to understanding who the Board were and what they wanted to do. General positive observations of the team were fed back. These covered team morale, team talks and general attitude towards competition. In addition, a strong sense of the team being 100% committed was noted during the Glasgow Europeans.
62.1.2.	The COO feels that Board liaison was working well but reminded the Board liaisons that the best opportunities to embed themselves in the sports is at non

	benchmarks events in order to avoid any distractions at the benchmarks meets.
62.2.	Diving
62.2.1.	Adele Stach-Kevitz & Urvashi Duttani attended the European Championships in Edinburgh and were impressed with the team's performance, although there were a few missed medal opportunities. A meeting will take place at a training camp before the end of the year.
62.3.	Para Swimming
62.3.1.	Ray Gordon attended the European Championships in Dublin, and the team hit all targets. It was noted that the average age of swimmers was now down to 20 years old. It was noted that reclassification would have an impact on success due to athletes moving up or down in categories which they may have won originally.
62.3.2.	Discussion took place around using Manchester as a base, or whether to invite athletes to train there on occasions and visit for testing etc.
62.3.3.	Due to the current Board liaison retiring, there will need to be a replacement representative. This will be discussed at November board Meeting.
62.4.	Artistic Swimming
62.4.1.	Following the report from the Artistic Swimming liaison, Maria Ramos, the CEO advised that he was still in talks with Home Nations and UK Sport on future funding and will continue to pursue this.
62.5.	Water Polo
62.5.1.	Fergus Feeney reported that the Water Polo team was doing well, however funding was still an issue and gave a break down on the costs per head for events. It was stated that the majority of the funding came from families at present. It was noted that Water polo is very well known in Europe, and would like UK Water Polo to look at how to improve participation.
62.6.	High Diving
62.6.1.	Keith Ashton reported that at the time of the meeting, a British diver was still leading the Red Bull series. There is a possibility of holding an event in the UK and this is being looked into at the moment, and working with FINA on moving this forward.
63.	AOB
63.1.	It was suggested that the CEO take over from Ray Gordon on the BPA Board following his retirement. This was endorsed by the Board.
63.2.	Scottish Swimming are applying for Equality for Sport accreditation. It is important that British Swimming gets the messaging right around Equality, Diversity and Inclusion especially if British Swimming is successful in its joint submissions with Swim England for the Advanced Standard.
63.3.	Board Dates for 2019
63.3.1.	Dates have been agreed for next year's board meetings. The CEO suggested that the June Meeting be held in Twickenham in line with an Alumni event. It was discussed that one meeting be held by a home nation. Wales have offered to host this.

64.	Date of next Meeting - 16 th - 17 th November 2018, Old Trafford Cricket Club, Manchester.