



Minutes subject to approval at the next British Swimming Board Meeting

**BRITISH SWIMMING BOARD
Minutes of the meeting held on 7th & 8th June 2019
Sport Park, Loughborough**

Present:	Maurice Watkins	Chair
	Jack Buckner	CEO
	Alex Kelham	Swim England
	Keith Ashton	Swim England
	Jane Nickerson	Swim England
	Graeme Marchbank	Scottish Swimming
	Fergus Feeney	Swim Wales
	Adele Stach-Kevitz	Independent Member
	Urvashi Dattani	Independent Member
	Peter Littlewood	Independent Member
	David Carry	Independent Member
	Graham Edmunds	Athlete Representative
	Ash Cox	Director of Legal & Governance (DOLG)
	Kathreen France	Head of Finance (HOF)
	Wendy Lockton	Director of Business Operations (DOBO)
	Maria White	Admin Support

53 Welcome and Introductions

53.1 The Chairman welcomed everyone to the meeting.

54 Events, Facilities & Commercial Update, Jack Buckner

54.1 Jack Buckner presented an update to the Board. The main headings of the presentation were:

- 2019 Events
- 2020 Events
- Recommendations on events

54.2 The CEO confirmed that following his report to the Board at their previous meeting in Wales, he had updated the presentation to include the latest information with regards to the Diving World Series (DWS) and International Swimming League (ISL).

54.3 The CEO confirmed that the Swimming and Diving PD's will present to the Board at their September Board Meeting on results from 2019 and looking ahead to Tokyo 2020. The Para Swimming PD will present to the Board at the November Board meeting following their World Championships in September.

54.4 The CEO advised that based on performances to date athletes were doing well and

morale was high and optimistic.

- 54.4.1** The CEO was questioned about how the events team were feeling with the additional events they were having to deliver and also the structural change following the departure of the Director of Events and Communication. The CEO confirmed that the team were coping well and an Interim Director was in place, with a review taking place in September. The Board were informed that a separate team will be running the IPC World Championships in September which will take some pressure off the events team.
- 54.4.2** The CEO advised that next year's focus would be on domestic events in order to concentrate on British Swimming's own assets to try and make them more profitable and sustainable.
- 54.5** The DWS was discussed and many advised that the event was a success and enjoyable. The CEO advised that the PD for Diving would like to hold the event again next year, however budget restraints could halt this event being held in London again. An option of moving the event to Sheffield is being looked into. The CEO to update the Board following discussions.
- 54.5.1** The finances of the DWS were discussed. The CEO informed the Board that the figures were still not complete as costs are still coming in.
- 54.6** The FINA Championships Swim Series (FCSS) were discussed around the success and the impact of this on the ISL. The CEO advised that the PD for Swimming is working with athletes and coaches on the involvement levels for athletes at both FCSS and ISL events.
- 54.6.1** The CEO advised the Board it is likely that British Swimming will be contracted in such a manner so as to protect British Swimming and ensure there is no exposure risk to British Swimming in relation to ISL events. The CEO confirmed that as yet no contracts had been signed by British Swimming.
- 54.7** The CEO provided the Board with an update on the IPC World Championships.
- 54.7.1** Tickets will be going on sale in the near future June, £1 for heats, and £5 for finals. Promote PR are assisting with the ticket sales, and off the back of the DWS, schools in the London area will be invited.
- 54.7.2** The CEO advised that British Swimming are in discussion with Channel 4 to be involved with the event. This is gaining momentum with the Last Leg potentially being involved.
- 54.8** A discussion around the European Short Course took place. The CEO confirmed there is no significant financial risk to British Swimming as the event is underwritten by Glasgow Life.
- 54.10** The Board were updated on an incident which had arisen at the recent DWS. Consideration would be given to how British Swimming could work closer with friends and families in the future.

55 Declarations of Interest

55.1 Alex Kelham (AK) declared that the company she was employed by had been instructed to carry out a small piece of work for British Swimming.

56 Minutes of the meeting held 5th-6th April 2019

56.1 The minutes were recorded as a correct record of the meeting.

57 Matters arising from the meeting held 5th-6th April 2019

57.1 Minute 42.5 – review of the Supplements policy - The draft policy had been circulated to the Board and would be discussed later in the meeting.

57.2 Minute 43.1.4 Schedule for the 2020 Board Meetings - A suggested schedule with options for discussion for the 2020 meetings has been circulated with the Board packs and would be picked up under items for decision later in the meeting

57.3 Minute 44.2.2 – World Para Swimming Championships - A copy of the Host Agreement has been sent to Sponsorship Approval Committee

57.4 Minute 44.2.3 – World Para Swimming Championships - A high level of positive communications was made regarding the announcement of these Champs taking place in London.

57.5 Minute 46.4.2- Criteria for the support which non-funded sports can access – The Board were informed that consideration is being given to creating a criteria which will provide better clarity for all sports in terms of the support they can access. It is proposed that this will be brought to the September Board meeting.

57.6 Minute 50.6.2 – Water Polo Transfers – The Board were informed that this matter was picked up and resolved following the previous Board meeting

57.7 Minute 50.7.2 - Formalising the support available to High Diving - This matter will be picked up alongside the criteria for all sports as mentioned under 57.5.

58 Finance Audit and Risk

58.1 A detailed discussion took place regarding GDPR. The Board had received a paper which had been prepared by Brabners in advance of the meeting and had already been considered by the ARC.

58.2 The DOLG advised that this was a snapshot paper rather than an action plan. The Board were updated that the Legal department are working with IT to put policies in place and are also working with an independent advisor to set up templates.

58.3 JN confirmed that Swim England was working with British Swimming on the project to share resources and reduce costs.

58.4 A discussion on whether the Board should attend Safeguarding sessions took place, in particular Board Liaison contacts.

59 Head of Finance Report

59.1 The Head of Finance provided the Board with an update on the year end accounts.

59.2 The HOF advised that the forecast deficit was £67k, however due to some items coming in under forecast the actual deficit will be approximately £42k deficit.

59.2.1 The HOF confirmed that these figures had been submitted to the ARC at their last meeting in May.

59.3 The People development budget was discussed in light of some apparent underspend. The HOF explained that this was a discretionary budget with some people development activities incurring very little costs, for example Tokyo Tuesdays within the Para Swimming discipline. It was also explained that this underspend is likely to be carried over by most disciplines to the Olympic year.

59.4 The over spend on Legal was questioned and the Board were advised that this was due to GDPR.

60 Chairman's Report

60.1 The Chairman updated the Board on recent events at DWS, and advised that consideration of athletes and their families should be looked into.

60.2 The Chairman confirmed that appraisals were underway, and the HR Manager would be in touch to arrange any outstanding appointments.

60.3 The Chairman updated the Board on a recent meeting with the Chairs of the home countries, and advised that the main points raised were with regards to Partnership working across the home countries, and also setting up or taking part in an APPG. (All party parliamentary group). JN advised that she will undertake the ground work on this.

60.4 The ISL was further discussed, the CEO advised that as there was no meeting of the Board until September, he would send papers around and arrange a dial in meeting if necessary.

60.4.1 It was suggested that Board Members attend the ISL where possible.

61 Strategic Issues

61.1 British Swimming Supplements

61.1.1 AK advised that she had attended a very useful meeting with various Sports Science Sports Medicine & Anti-Doping staff and had provided the Board with some notes following the meeting.

61.1.2 The use of Caffeine had been explained and discussion took place around the use of supplements and the revised Supplement Guidelines.

61.1.3 David Carry confirmed that the teams had been extremely helpful and it was agreed that similar processes would be looked into moving forward with the sports identifying what topic they would like addressing.

61.1.4 The Chairman thanked everyone for their work on this item.

61.2 2024 strategy

61.2.1 The CEO confirmed that work had been carried out around the One Team. Winning Well. In Water. strategy and that a workshop would be taking place in June with the key individuals in attendance from the Senior Management Team and sports.

61.2.2 A detailed discussion took place with regards to how this process would fit in with the Paris 2024 UK Sport submissions. The DOBO to circulate the British Swimming-wide project plan for the Paris Investment Process.

61.2.4 It was agreed that this item should be a standing item for future Board meetings.

61.3 Points arising from Executive Reports

61.3.1 A discussion took place regarding the lack of capacity in terms of commercial staffing resource. The Board recognised that this is putting a lot of pressure on the CEO. The CEO confirmed that until resources allow, this situation will continue.

61.3.2 The CEO asked for feedback on the Board reports he had prepared. The Board were in agreement that they were suitable and informative.

62 Items for discussion

62.1 2020 Board Meetings

62.1.1 A discussions took place and the following were agreed

- February 7th-8th, Venue Deganwy Quay
- April 3rd – 4th Venue, Loughborough SportPark
- June 5th-6th, Venue TBC in Scotland
- September 11th-12th, Venue Lancashire Cricket Club
- November Date & Venue TBC London

63 Board Liaison Updates

63.1 Swimming Update

63.1.1 The Board Liaison updated the Board that she had enjoyed attending the 4x200 camp in Bath, and felt this had provided her with a good opportunity to spend time with the PD and Head Coach. The camp was a success with approximately 10 athletes in attendance and it had been a good opportunity to work on technical parts in relays.

63.1.2 The Board Liaison updated that she will also be attending the Mare Nostrum in Barcelona to spend time with swimmers and the staff.

63.1.3 The Board Liaison informed the Board that the PD had expressed a concern with regards to the time the review of the Code of Conduct was taking. The DOLG pointed out that the document has to cover all disciplines and informed the Board that a significant amount of work has been completed on this piece of work (including a lengthy consultation process) and the Board will be sent the final version of the Athlete Code prior to the Board meeting in September 2019.

63.2 Diving Update

63.2.1 The Board Liaison updated the Board on her thoughts with regards to the DWS and how positive it was that GBR are challenging for podium positions on springboard and platform, which is showing depth across the squad.

63.2.2 It was pointed out that the men's synchro platform British Record would have taken silver in Rio, which was very promising.

63.2.3 The Board Liaison advised that the team competed really well whilst still undergoing heavy intensity training and there are no injuries at present which demonstrates that the support and preparation for the World Championships is going well.

63.2.4 The Board Liaison advised that the junior pipeline is very strong at the moment, and again looking very promising heading to 2024.

63.2.5 Discussion took place with regards to Diving Cash Floats for camps and competitions and how this should be managed going forward. The HOF confirmed that there is always a paper trail for floats and receipts and the HOF and DOLG will ensure a policy is in place to ensure compliance with the Bribery Act 2010.

63.3 Para Swimming Update

63.3.1 The Board Liaison updated the Board on his recent attendance at the BPSIM. This was a very positive event and also provided a good opportunity for him to speak with the PD.

63.3.2 The Board Liaison also used BPSIM to discuss the UK Sport Culture Health check and used the opportunity to talk to staff and athletes.

63.3.3 The Board Liaison is hoping to attend some Tokyo Tuesday events to enable him to meet with other staff and is going to suggest that the PD brings other members of his Senior Leadership Team to Board Presentations in the future to allow them the opportunity to meet with the Board.

63.3.4 The Board Liaison advised that the team had recently been on a training camp to Italy and went on to perform well in Berlin at the German Open off the back of the camp despite still being in heavy training.

63.3.5 The Board were updated that negative feedback had been received from athletes with regards to the glare of the board in Glasgow. This had been challenging

mainly for Visually Impaired athletes. The Board Liaison was asked to feed this back to events team

63.4 Artistic Swimming Update

63.4.1 The Board Liaison was pleased to report that a bronze medal had been won in the solo event at the recent World Series.

63.4.2 The Board Liaison advised that the duet were continuing to improve their scores and were closing the gap on some of the leading teams. This is positive news moving towards 2020.

63.4.4 Discussion took place regarding the qualification process for the Artistic Swimming team for 2020. It was agreed that the Board Liaison would send information around to the Board following the meeting.

63.5 Water Polo Update

63.5.1 The Board Liaison advised that work is underway in terms of setting up a working group with the Home Nations. The Board Liaison to follow up on this over the coming months. As part of this the calendar of events will be considered.

63.6 High Diving Update

63.6.1 The Board Liaison advised that the World Cup took place recently and the men did exceptionally well, with a Gold medal being won. The event consisted of 26 men and 15 women. 3 athletes representing GBR. The placings for GBR were Men 1st & 11th and Women 12th.

64 AOB

64.1 The Swimming Officials Group was discussed, in terms of how the Board can work with them. JN advised that she would make contact to enable the CEO to communicate with the Group with regards to British Officials in Tokyo.

65 Date of Next Meeting – 13/14th September at the Holiday Inn London – Stratford City.