



Minutes subject to approval at the next British Swimming Board Meeting

BRITISH SWIMMING BOARD
Minutes of the meeting held on the 18th & 19th September 2020
Emirates Old Trafford Cricket Club, Manchester

Present:	Maurice Watkins	Chair
	Jack Buckner	CEO
	Alex Kelham	Swim England (via Zoom)
	Keith Ashton	Swim England
	Jane Nickerson	Swim England (via Zoom)
	Graeme Marchbank	Scottish Swimming
	Fergus Feeney	Swim Wales
	Peter Littlewood	Independent Member
	Adele Stach-Kevitz	Independent Member
	David Carry	Independent Member (via Zoom)
	Corinne Cunningham	Independent Member
	Graham Edmunds	Athlete Representative (via Zoom)
	Ash Cox	Director of Legal & Governance (DOLAG)
	Kathreen France	Head of Finance (HOF)
	Wendy Lockton	Director of Business Operations (DOBO)
	Chris Spice	Performance Director Swimming (Friday only – via Zoom)
	Alexei Evangulov	Performance Director Diving (Friday only)
	Byron Vaughan	Executive Officer (EO)
Apologies:	Peter Littlewood	Independent Member (Friday only)

52. Welcome and Apologies

52.1. The Chairman welcomed everyone to the meeting with attendees attending both in person and via Zoom due to the current situation regarding Covid-19. Apologies were noted for Peter Littlewood.

53. Presentation to the board by Chris Spice

53.1 Chris Spice presented to the Board via Zoom.

53.2. Following the presentation questions were asked by the Board.

53.2.1. Alex Kelham enquired how coaches have been coping following an increase in numbers of athletes joining centres. Chris Spice reassured the Board that whilst this can be challenging the coaches are coping well with the increase and in fact it is allowing both coaches and athletes to be more creative.

53.2.2. A discussion took place with regards to the Return to Training policy specifically in relation to whether this would be robust enough if there is a further lockdown. The NPD confirmed that the policy would allow this but it would mean going back to phase 1 in the case of a local lockdown. In the eventuality of another national lockdown there would be a need to go back to DCMS.

53.2.3. Fergus Feeney thanked the NPD for the comprehensive return to training work that had significantly helped Swim Wales in getting back into the pool. This greatly assisted in Swimming being the first sport back to training in Wales.

53.2.4. A discussion took place regarding the potential effect Covid-19 will have on the next cohort for the 2024 cycle and years to come. The NPD reassured the Board that the Management team are aware this is a future concern and are working together with Home Countries. This matter is also active on the PIG agenda.

53.2.5. A discussion took place regarding the Olympic Games. The NPD advised that the BOA have confirmed athlete numbers are protected but suspects that staff numbers may be lowered. The NPD is looking into how this may affect the team. Consideration is also being given to how to manage an Olympic Games without spectators should this situation transpire.

54. Presentation to the board by Alexei Evangulov

54.1. Alexei Evangulov presented to the Board on “Pandemic Effects on Diving Looking back looking forward”.

54.2. Following the presentation questions were asked by the Board.

54.2.1. The Board queried if the NPD had given any further thought to synchro pairings moving to different centres. The NPD advised that he felt this was not necessarily needed as he deems the final 2 weeks before a competition is the critical time for a synchro partnership and that the main work prior to that can be done individually.

54.2.2. A discussion took place with regards to the facility issues faced by diving especially in Plymouth due to the venue being closed.

54.2.3. The Board queried if the proposed training camp in Turkey is allowed under DCMS guidelines. The NPD confirmed that he is currently awaiting an answer back from DCMS and UK Sport for clarification about training camps in terms of if this is considered the same as competitions for elite athletes.

55. Declarations of Interest

55.1. Graeme Marchbank declared an interest on the matter of payment for the home nation representatives on the BS Board. Also see Minute 59.1.

56. Minutes of the meeting held on the 5th June 2020

- 56.1. The Minutes were agreed as a correct record of the meeting with the only amendment being to minute 46.3. The Chair, HOF and EO returned to the meeting and the SID confirmed that the Nomination Group's proposal "relating to the Chairman's Term" was approved by the Board. The amendment was agreed.

57. Matters Arising from the meeting held on the 5th June 2020

- 57.1. 45.4.3. - An update on the budget had been provided in the Head of Finance Board papers.
- 57.2. 46.2. – The Board were informed that discussions on the home country contributions have continued to take place at both the CEO and Chairs meetings.
- 57.3. 47.2.2. - The Board were informed that the CEO would update on this later in the agenda under Strategic Items.
- 57.4. 47.3.1. - The Board were informed that the CEO would update on this later in the agenda under Strategic Items.
- 57.5. 47.3.2. – The Board were informed that plans are in place for the CEO to attend home nations Board meetings.
- 57.6. 47.5.1. - The latest calendar had been sent along with the Board papers.
- 57.7. 47.6.1. - The CEO updated the Board that the SMT have now met to interrogate the Athletics review report. The CEO to provide a verbal update later in the meeting.
- 57.8. 47.7.1. - The Board were informed that the DOLAG would provide a verbal update on this matter later in the meeting.
- 57.9. 49.6.1. - The Board were informed that there is still a commitment to write a high diving strategic plan when time and resources allow.
- 57.10. 50.1. - The Board were informed that the CEO would update on this later in the agenda under Strategic Items.

58. Finance, Audit & Risk

58.1. BS and WC Management accounts for 4 months ended 31.07.20

- 58.1.1. The HOF provided to the Board the Management Accounts and Commentary for the 4 Months ended 31st July 2020 for British Swimming Limited (excluding World Class Programmes) and World Class Programmes. The forecasted annual operating surplus is £10k, which is £2k adverse to the annual budget. The commentary report provided to the Board detailed the reasons for these overall variances. The Head of Finance highlighted the forecasted reserves position at 31st March 2021. The organisation has availed itself of the governments Job Retention Scheme, which has aided the budget.

- 58.1.2. A query was raised by Graeme Marchbank concerning a point in the Commentary relating to sponsorship income through Lebara. It was agreed that the wording required amending to better explain that the adverse variance was due to the increased length of the contract resulting in a lower income amount being recognised in the current financial year.
- 58.1.3. The HOF updated the Board on the requirement to confirm carry forward figures for all of the funded sports to UK Sport by the end of October and the challenges being faced in doing this. A detailed discussion took place on this matter. It was agreed that continued discussions should take place with UK Sport to explore if there is any flexibility on this date.
- 58.1.4. The Board queried whether there was any opportunity to use world class funding to assist with core costs. The HOF confirmed that management charges are capped.
- 58.1.5. The CEO updated the Board on the proposed bid which is being prepared for UK Sports second round of continuity funding. The CEO in conjunction with the Home Nation CEO's agreed at the time of the initial continuity fund application not to pursue this option, which the CEO confirmed to UK Sport. However, the continued unpredicted nature of Covid-19 has increased financial impact across the business and UK Sport has confirmed that there will be a second funding round for application. The Board were supportive of this.
- 58.1.6. The HOF updated the Board on the audit completion meeting and the requirement for a statement in the accounts regarding Covid-19 and the business remaining a going concern. The HOF outlined the process which is being undertaken to ensure this requirement is met.
- 58.1.7. The Board were updated on the latest situation and the process to be followed to deliver accounts for British Swimming as a going concern that can be considered and signed off by the Board. Corinne Cunningham (Audit & Risk Committee ("ARC") Chair), the CEO and the HOF set out the role the ARC would play in carefully reviewing the accounts before they are taken to the Board for sign off as the ultimate decision making body. It is the intent of the CEO, the HOF and the ARC to have accounts reported to the Board for reporting to the AGM in November. The Board were advised that an interim Board meeting may be required prior to the AGM in November to ensure the Board are fully apprised on the accounts.
- 58.2. Minutes of Interim ARC Meeting 06.08.2020
- 58.2.1. The Minutes of the Interim ARC meeting were discussed. It was noted that there is a typing error on item 19.2.1. The Minutes to be adjusted accordingly.
- 58.3. Risk Register
- 58.3.1. The Board were provided with the latest Risk Register. The HOF confirmed that since the last Board review in June 2020 the Risk Register has been reviewed and updated by the Senior Management Team. The current Risk Register was also reviewed by

the ARC in August 2020.

- 58.3.2. A discussion took place regarding access to and depletion of facilities. The CEO advised the Board that the facilities group had met to discuss these issues and will work with home nations on this important piece of work moving forward.
- 58.3.3. Adele Stach-Kevitz raised a query with regards to cyber-attack and ransomware security and insurance. Keith Ashton advised this was discussed at the Interim ARC meeting in August. The Board were informed that British Swimming have Cyber insurance (Cyber Essential Plus) in place but IT services are provided by Swim England. It was agreed that the insurance policy would be checked to ensure it provides sufficient cover.
- 58.3.4. A further discussion took place regarding the potential reduced talent pool due to Covid-19 as reported by Chris Spice the previous evening. The Board acknowledged there is likely to be a gap going forward, which will require careful consideration by the home nations and British Swimming.

59. Chairman's report

- 59.1. The Chair set out the current position of the MoU between the three home nations and British Swimming. The Chair recognises the apparent conflict of interest of a number of Directors, including Jane Nickerson (CEO Swim England), Jack Buckner (CEO, British Swimming), Fergus Feeney (CEO Swim Wales) and Graeme Marchbank (Chair, Scottish Swimming) whilst there is an ongoing negotiation relating to the home nation contribution, to be proposed and agreed by all CEOs for final agreement by all the Chairs. No agreement has been reached yet and the negotiations are continuing. Normally, a 4 year agreement would be reached but, given the impact of Covid-19 it maybe that a 1 or 2 year agreement is reached instead. The intention is for the Chair's to reach an accord.
- 59.2. The Chairman provided an update to the Board on ISL.
- 59.3. The DOLAG updated the Board on the latest situation with regards to the Sunday Times report as discussed at the previous meeting. The Sunday Times has not been forthcoming until recent steps were taken to elicit a response. The DOLAG is hoping to be able to update the Board on the outcome of this matter within the next few weeks.

60. Strategic Issues

60.1 Covid - 19

- 60.1.1. The CEO updated the Board on the Covid-19 working group weekly calls which continue to take place. This includes representatives from each of the disciplines and home nations. The calls have developed during the pandemic but have proved invaluable in sharing of information and ideas. The Loughborough SMT continue to meet every Monday and the British Swimming CEO and CEO's of the home countries hold calls every 2 weeks.

60.2. 2024 Strategy

- 60.2.1. The CEO provided an update on UK Sport funding reporting that UK Sport continue to reassure us that funding details for the Paris 2024 cycle will be provided in December 2020. All 5 aquatic discipline submissions are progressing well.
- 60.2.2. An update was provided by the CEO on the 2023 World Para Swimming Championships bid. Despite now being in a competitive bid situation we remain positive. 5 major events are due to be approved at the forthcoming UK Sport Board meeting. UK Sport state that elite sports events remain high on its agenda.
- 60.2.3. The CEO provided an update on the athletics review which the Senior Management Team discussed at their last meeting. Athlete welfare formed a cornerstone of these discussions. The Board recognised that the role of performance sport has now gone above and beyond purely sport with an increasing remit.

60.3. Aquatics in Britain

- 60.3.1. A discussion took place surrounding facilities and opportunities for making domestic events better value in the future. The Aquatics in Britain work will assist in this planning and modelling for future events.
- 60.3.2. The CEO reported his desire to develop better strategic relationships with journalists going forward. To this end the CEO is building a list of potential journalists and is looking to establish a communication plan starting with key journalists being invited to get closer to the programmes. This will be carefully managed.
- 60.3.3. It was confirmed that the CEO will be attending one home nation Board meeting per year and discussions are taking place with home nations CEO's to determine which ones the CEO will attend.

60.4. 2020-2024 Events Strategy

- 60.4.1. The Board had received a copy of the latest strategy with the Board papers. Planning work for the forthcoming quadrennial is underway.

60.5. BLM, Equality, Diversity & Inclusion

- 60.5.1. Adele Stach-Kevitz provided the Board with the background behind a paper on Equality in Aquatics, which had been circulated in advance of the meeting. The paper set out the scope and ambition for potential work in this area. A detailed discussion took place surrounding Equality in Aquatics and what can be done to re-focus Equality plans in light of the Black Lives Matter movement and resulting global activism.
- 60.5.2. The Board were in agreement that collaborative working with the Home Nations is essential in order to better understand the factors that have created imbalance within aquatics. Equality Board leads will endeavour to further develop community engagement options listed in the accompanying Board paper on Equality in Aquatics.

60.5.3. The Board discussed the need for this item to be a standing item on future Board agenda. It was agreed that issues arising from BAME should be included on the November 2020 Board agenda. Fergus Feeney supported the inclusion of this matter on the November agenda because there are issues requiring Board involvement, including awareness of issues, and not just included as a token item.

60.5.4. Adele Stach-Kevitz was thanked for her hard work in developing the paper on what is a complex and important matter.

60.6. Points arising from Executive Reports

60.6.1. No points were raised in addition to those already discussed.

61. Items for Decision

61.1 Article Amendment

61.1.1. Following on from earlier discussion, Minute 56.1, the article amendment was unanimously approved by the Board.

61.2. Clean Sport Education Strategy and Board Champion and DOLAG report

61.2.1. The DOLAG provided the Board with the background behind the Clean Sport Education Strategy that has been produced in conjunction with UKAD outlining that a lot of the content is an amalgamation of work which is already in place but the Strategy is now required as part of UKAD's new compliance structure for sports. The Board were asked to approve the Strategy. The Board unanimously approved the Strategy.

61.2.2. The DOLAG advised the Board that as part of the Strategy there is a requirement to appoint a Board Champion for Anti-Doping purposes. The Chairman requested volunteers and Graham Edmunds, Athlete Representative, volunteered to take on this responsibility. This was well received by the Board as it was deemed that this was a good fit in terms of succession planning and the Athlete Representative role. Graham Edmunds was thanked.

61.2.3. A detailed discussion took place in relation to the UKAD "Mapping the Landscape Integrity Report" which has been circulated by the DOLAG in advance of the meeting. The key view of the Board was they felt there was a risk that in the current climate quango's can undermine the Board's ability to make core decisions. If it was appropriate to appoint an independent person or company then that should be a decision of the Board depending on the circumstances.

61.2.4. The DOLAG updated the Board that the Governance aspect of the BDO Assurance process had been completed and British Swimming had been rated as "Good" on a scale of Outstanding, Good, Meeting Standards, Below Standards and Inadequate. The Finance section is still to be completed but this will be completed by 31st March 2021. The DOLAG will now compile an action plan with delegated owners and a timeframe for each action, which will in turn be taken back to UK Sport. The DOLAG will update UK Sport that the draft report has been taken to the Board and provide a

management response. A discussion took place with regards to how British Swimming can move from Good to Outstanding and the DOLAG advised that he and the management team will continue to push forward in this area. The Board was advised that the Governance Code is being reviewed by UK Sport and the Sports Councils and the DOLAG will bring any updates on this piece of work to the Board once known.

- 61.2.5. The DOLAG reported that the Board (the Directors) approved the issuance of a Written Resolution to the Members (England, Scotland and Wales) in between Board meetings in August to amend British Swimming's Articles to allow its AGM to go ahead in November 2020 as planned by way of virtual or hybrid means if a physical meeting is not possible due to a local lockdown or other national, local safety / health concerns. The amendment would also cater for any future force majeure scenarios.

61.3. Masters rep – BS board

- 61.3.1 A discussion took place with regards to the British Swimming Board identifying a Master rep as there is no current Board member representing British Swimming on the Masters group. The Board agreed that details on what the role will entail need to be obtained. This matter will be further discussed at the November 2020 Board meeting.

62. Board Liaison Updates

62.1 Swimming

- 62.1.1. Both Alex Kelham and David Carry were involved in the return to training process for Swimming. The extended break prior to getting back into the water gave those athletes with low grade injuries time to recover.
- 62.1.2. The Board Liaison informed the Board that ISL is going to be a positive for athletes due to limited competition opportunities in 2020. There is a need and drive from the athletes wishing to compete.
- 62.1.3. The Board were informed that due to limited opportunities the Swimming team are working closely with Swim England to ensure that pathway athletes are included in any race opportunities.

- 62.1.4. Alex Kelham & David Carry both praised the NPD for his continued excellent work.

62.2. Diving

- 62.2.1. Adele Stach-Kevitz updated the Board on Diving's return to training. Diving had adapted the excellent work of the Swimming team to get divers back training. There is a considerable frustration due to key diving facilities not opening but the team remain motivated despite this challenge.
- 62.2.2. Adele Stach-Kevitz advised the Board that she will attend the Diving National Championships which will be hosted in Edinburgh rather than Plymouth as originally planned due to the closure of Plymouth.

62.2.3. Adele Stach-Kevitz updated the Board that there are still 4 slots which Diving need to qualify for Olympic Games.

62.2.4. Adele Stach-Kevitz reaffirmed the importance of warm weather training camps for synchro partnerships.

62.3. Para Swimming

62.3.1. Graham Edmunds updated the Board on Para Swimming outlining that the NPD remains optimistic for Tokyo.

62.3.2. Graham Edmunds updated that Para Swimming are planning on attending a competition in Poland in November for classification purposes. Classification remains a challenge as worldwide there are 300 athletes who need to be classified, 22 of which are from GB. There is a risk in terms to the team and medal count if these athletes are not able to get classified prior to Tokyo.

62.3.3. The Board were informed that this year Para Swimming will be hosting their annual conference virtually due to Covid-19.

62.3.4. The CEO updated the Board on the plans for British Swimming to help provide an Events Officer to lead on the Para Swimming World Championships should the bid be successful.

62.4. Artistic Swimming

62.4.1. The Board had been provided with a copy of the draft Artistic Swimming bid. Jane Nickerson updated the Board that whilst the vision, mission and ambitions haven't changed significantly the document had subsequently been re-worded to align with a Progression Focused Submission, as advised by UK Sport.

62.4.2. The Board were informed that the Duet are back training in Bristol. However, should a further lockdown happen and the facility in Bristol closes it would be extremely beneficial for the Duet if they could access Bath again.

62.4.3. Jane Nickerson updated that there are no competitions for the Duet until March 2021. Graham Edmunds asked what impact this will have on the Duet in terms of not being visible to judges which is critical in a subjective sport but Jane Nickerson assured the Board that this is not a concern as all nations are experiencing similar issues.

62.5. Water Polo

62.5.1. Fergus Feeney advised the Board that the Home Nations Water Polo management group is functioning well and is meeting on a regular basis. A draft 2020-2024 Strategy has been finalised and was circulated to the Board in advance of their meeting. The aim of the Strategy is to get Water Polo back on the World and Olympic stage within the next 12 years. The CEO advised that UK Sport have not to date given any indication or assurance Water Polo will receive any funding.

62.5.2. A discussion took place on the 2020-2024 draft Strategy and the Board expressed a need for the Strategy to provide further clarity on strategic intent and resource to better outline what could be achieved should Water Polo receive funding.

62.6 High Diving

62.6.1. Keith Ashton updated the Board that the IOC are to make a decision in early December 2020 with regards to High Diving being included as an event in Paris 2024. If High Diving is not included in Paris 2024 then it is likely to be on the programme in LA 2028.

62.6.2. Keith Ashton updated that there has only been one High Diving event this year which was the Crimea Cup. This event was attended by 2 athletes from GBR. There has been no FINA High Diving World Cup or Red Bull events in 2020 due to Covid-19.

62.6.3. Keith Ashton raised the question that British Swimming may need to look at investing in coaches for High Diving should High Diving become part of the Olympic programme. The CEO confirmed that discussions on this matter had already taken place with the Diving NPD and it had been agreed that High Diving would come under his remit. The NPD is confident that he could have a strategic plan written in a timely manner should it be required.

63. **AOB**

63.1. David Carry raised the issue of logistics for the November meeting as some Board members attending the meeting virtually had unfortunately experienced some audio issues. It was agreed that should the same format take place for the November Board meeting, including the AGM, that measures would be looked at to ensure better audio and sound equipment for those attending virtually but that the preferred forum for all British Swimming meetings, where possible is face-to-face.

64. **Date of next meeting**

The next meeting is to take place 13th – 14th November 2020, Emirates Old Trafford Cricket Club, Manchester. Board members will be advised if plans change due to Covid-19.