

Minutes subject to approval at the next British Swimming Board Meeting

BRITISH SWIMMING BOARD

Minutes of the meeting held on the 5th & 6th February 2021 via Zoom

Present:	Maurice Watkins (MW)	Chair
	Jack Buckner (JB)	CEO
	Alex Kelham (AK)	Swim England
	Keith Ashton (KA)	Swim England
	Jane Nickerson (JN)	Swim England
	Graeme Marchbank (GM)	Scottish Swimming
	Fergus Feeney (FF)	Swim Wales
	Adele Stach-Kevitz (AS)	Independent Member (Friday only)
	David Carry (DC)	Independent Member
	Corinne Cunningham (CC)	Independent Member
	Graham Edmunds (GE)	Athlete Representative
	Ash Cox (AC)	Director of Legal & Governance (DOLAG)
	Kathreen France (KF)	Head of Finance (HOF)
	Wendy Lockton (WL)	Director of Business Operations (DOBO)
	Chris Furber (CF)	Performance Director Para Swimming (Friday only)
	Alexei Evangulov (AE)	Performance Director Diving (Friday only)
	Chris Spice (CS)	Performance Director Swimming (Friday only)
	Colin Allen (CA)	Education Programme Manager for UKAD (Friday only)
	Wendy Henderson (WH)	National Trainer for UKAD (Friday only)
	Maria White (MW)	Anti-Doping Compliance & Relationships (Friday only)
	Byron Vaughan (BV)	Executive Officer (EO)
Apologies:	Peter Littlewood (PL)	Senior Independent Member
	Adele Stach-Kevitz (AS)	Independent Member (Saturday Only)

16. Welcome and Apologies

- 16.1. The Chairman welcomed everyone to the meeting which included Colin Allen (CA) and Wendy Henderson (WH) from UK Anti-Doping who were in attendance to present to the Board. All attendees attended via Zoom due to the ongoing Covid-19 impact. Apologies were noted for Peter Littlewood.

17. Presentation by UKAD

- 17.1. CA & WH presented an update on the WADA 2021 rule changes. The headings of the slides were:
- Your Role: Clean Sport and Integrity – British Swimming Board Member
 - The Aim of the Session
 - WAD Code 21
 - World Anti-Doping Programme

- International Standard for Education
- 2021 Anti-Doping Rule Violations
- Substances of Abuse
- Whistleblower Protection
- Help Us Build the Bigger Picture
- Highlighting Athletes' Rights
- Risk Management
- Acknowledging Risk
- Principles of Risk Management
- Task: Identifying Risk
- Moments of Vulnerability
- Task: Prioritising the Risks
- Exploring Your Role: Protecting Clean Sport
- Scenarios: What Would You Do? Preparing for Major Games
- What Would You Do?
- Managing an ADRV
- Framework
- Issues and Incident Management
- Next Steps
- We Believe

17.2. The Board was split into 4 breakout rooms to discuss a number of different scenarios. Following this all groups returned back to the main room and an individual from each breakout room provided an update on the discussions which had taken place.

17.3. MW provided details to the Board on the system and processes in place for whereabouts, in particular for any athlete who may be on 2 strikes.

17.4. The Chairman thanked both CA & WH for attending the meeting and for the information provided. CA, WH & MW left the meeting.

18. **UK Sport Funding Discussion**

18.1. The CEO, along with CS and CF, presented an update on the situation following confirmation of UK Sports funding in December 2020. The CEO outlined the actions undertaken to date and also an overview of the proposed next steps. The key headings of the presentation were:

- Introduction – Key concerns Performance, Financial Issues & Requirements
- The Key Paragraph
- Individual disciplines
- Athlete numbers
- Context Intelligence
- Methodology
- Implementation Timeline

- Suggestion – Solution focused
 - Next Steps
- 18.2 The CEO outlined the three main areas of concern:
1. Athlete numbers and the methodology used, which appears to have penalised sports where there is a rapid improvement and change in personnel year-on-year over a cycle. This has had a particular impact on Swimming due to the age profile of the athletes.
 2. Financial restrictions and the financial caps imposed, which are extremely restrictive.
 3. The process that has been extremely complex, time consuming and challenging. It was challenging for Artistic Swimming as it was felt that Artistic Swimming had been misinformed throughout the funding submission process.
- 18.3. The CEO outlined the plans to make representations for Swimming, Para Swimming and Artistic Swimming and highlighted the reasons for the decision to make representations for each of the 3 sports. The Board were fully supportive of the intention to make representations for these 3 sports.
- 18.4. A detailed discussion took place. Whilst the Board recognised the challenging funding situation due to the pandemic the overall view of the Board was that of significant frustration and disappointment.
- 18.5. The Chairman thanked the CEO, CS and CF for their informative presentations and the meeting closed for the night.
19. The meeting continued on Saturday morning and apologies were received from AS.
- 20. Declaration of Interest**
- 20.1. None received.
- 21. Minutes of the meeting held on the 13th & 14th November 2020**
- 21.1. The Minutes were agreed as a correct record of the meeting but small amendments to minutes 10.1.8 and 10.4.1 were requested. These would be considered and revisions sent.
- 22. Matters Arising from the meeting held on the 13th & 14th November 2020**
- 22.1.1. 2.1. – The Board were informed that the DOLAG has completed the review of the conflict of interest process and circulated the new conflict of interest forms to all Board members together with a cover email explaining the minor procedural change.
- 22.1.2. 6.1. – The Chair confirmed that the incorrect spelling on the September 2019 Board Minutes had been amended and revised Minutes circulated.

- 22.1.3. 7.1.9. – The Board were informed that a process has now been put in place for the Masters Board Liaison. The CEO will meet with the Board Liaison prior to each Board meeting and bring an update on Masters to each meeting. Masters is now a standing item on the agenda for future British Swimming Board meetings.
- 22.1.4. 7.1.13. – The Board were informed that the matter of Cyber security insurance, as raised at the previous Board meeting in November, has been picked up by Audit and Risk Committee (ARC). Members of the ARC are meeting with the Head of IT from Swim England along with the CEO, DOLAG & JN to discuss this matter further.
- 22.1.5. 8.1.2.2. – JN updated she is hopeful to be in a position to be able to provide a clearer indication on Swim England membership figures at the end of February.
- 22.1.6. 8.1.6. - The HOF will be providing an update on the latest financial situation later in the agenda.
- 22.1.7. 9.1. & 9.4. - The Chairman updated the Board that he and PL remain in regular contact as PL has been unable to attend either the November or February Board meeting. The Chairman will continue to keep the Board apprised on this matter.
- 22.1.8. 10.1.4. – The CEO advised the Board that all of the Olympic and Paralympic selection policies have now been approved.
- 22.1.9. 10.1.8. – The CEO provided an update on the latest situation with TYR in the CEO report. The CEO outlined that the SMT are working through the details and the matter is also being discussed by the Commercial group. The CEO to update further later in the meeting.
- 22.1.10. 10.2.2. – An in depth discussion on the UK Sport funding situation had taken place the previous evening.
- 22.1.11. 10.4.1. & 10.4.4. – The Chairman updated that Equality, Diversity and Inclusion remains on the agenda and an update will be provided later in the agenda.
- 22.1.12. 12.1. – The DOLOG provided an update on the Governance action plan in his Board report. The DOLOG confirmed that work is ongoing with updates to be provided at the April and June Board.
- 22.1.13. 12.4.1. – The DOLOG had circulated a copy of the clarificatory statement published on the iPad Sunday Times format shortly following the November Board meeting.
- 22.1.14. 13.2.6. – The Chairman updated that options had been considered for a second Board liaison for Diving. This matter will be discussed later in the meeting under items for decision.

22.1.15. 15.1. – Plans to go to Wales for the February Board meeting unfortunately did not come to fruition due to ongoing Covid-19 restrictions.

23. Minutes of the BS Annual General Meeting held 14th November 2020

23.1. The Board approved the Minutes of the British Swimming Annual General Meeting held on the 14th November 2020.

24. Finance, Audit & Risk

24.1. Head of Finance Report

24.1.1. The HOF provided the Board with an overview of the 8 month management accounts to the 30th November 2020 and explained the variances within the figures.

24.1.2. FF queried what funds UK Sport will allow to be carried over and whether these could be used to recover the British Swimming reserves. The HOF outlined the timescales for carry forward and confirmed that unfortunately carried forward World Class funds will not be able to be used to replenish reserves.

24.1.3. GM raised a query with regards to potential funding available for people development due to the financial challenges faced. The CEO detailed the difficulties due to budget constraints and highlighted that whilst people development remains critical, preserving jobs has to remain the paramount objective. This was acknowledged but funding for people development should be prioritised. AK offered her services, free of charge, to be a mentor to British Swimming staff if it was felt this could be beneficial to any individual's development.

24.2. ARC Minutes January 2021

24.2.1. The minutes of the January 2021 ARC meeting were discussed. CC summarised for the Board the main discussions from the ARC meeting. CC informed the Board that BDO had attended the meeting as observers as part of the finance review.

24.3. Risk Register

24.3.1. The Board were provided with the latest Risk Register. The HOF confirmed the Risk Register has been reviewed by both the ARC in January and the SMT and had been updated accordingly. The HOF highlighted the risks that had been updated.

24.3.2. GM raised a query as to whether the discussion with regards to British Swimming remaining a going concern can be raised earlier to avoid any last minute decisions and interim Board meetings. CC highlighted that longer term forecasting will be provided going forward but the decision with regards to a "going concern" has to be made in line with the approval of the accounts, which takes place at the November Board meeting.

24.3.3. GM raised a question with regards to the title of the Child Safeguarding risk. It was agreed that the ARC would discuss this at a future ARC meeting.

24.3.4. The HOF updated the Board on the positive news recently received with regards to the continuity fund.

25. Chairman's Report

25.1. Following the supplemental report from the DOLAG the Board was asked to approve the appointment of the Scottish Swimming representative to the British Swimming Judicial Appointment Panel for a term of three years from the date of the Board meeting This appointment was duly approved by the Board.

25.2. The Chairman also highlighted the Home Nations appointments which had recently been confirmed by the Judicial Appointments Panel. These had also been outlined in the DOLAG report.

25.3. The Chair updated the Board on a confidential developing situation. The DOLAG to keep the Board apprised as the matter develops.

26. Strategic Issues

26.1. Covid-19

26.1.1. The CEO updated the Board on the current Covid-19 situation. The CEO detailed how the weekly Tuesday Covid-19 calls continue to work well with sharing information across all disciplines and the home nations. The CEO invited Board members to join the weekly call if they wish to.

26.1.2. The CEO advised that all elite swimmers now have access to water time for training. In addition facility access has been extended to open more elite training centres, in conjunction with Swim England, to allow opportunities for more athletes to train.

26.1.3. The CEO provided details on the challenges Diving are currently facing with facilities.

26.1.4. The CEO spoke of the concern about the next generation for all in sport as a high number of swimmers have not been in a pool for a significant time.

26.1.5. The CEO updated the Board on the plans in place for the Manchester International Swim Meet taking place 12th – 14th February 2021. The CEO outlined that careful consideration had been given to the Communication about the event due to the circumstances. To date the reaction to the event has been extremely positive. The CEO updated the Board on the excellent online briefing video that had been carried out as part of the preparation for the event. CC requested a copy of the video.

26.1.6. GM queried what the likelihood of the Tokyo 2021 Olympic and Paralympic Games going ahead was. The CEO advised the Board that the current communication being received from stakeholders is that the Games will happen but will likely be very different to the usual format seen. The CEO to keep the Board updated on any developments.

26.1.7. CC sought clarification on how the athletes are being kept up to date with regards to news on the planning for the Games. The CEO assured the Board he is confident that the Performance teams are effectively communicating any news to athletes as well as conducting wellbeing check-ins with coaches, team staff and athletes.

26.1.8. The CEO updated the Board on the latest situation with the kit supplier. The CEO is in ongoing discussions with the current kit partner in terms of the plans for the future.

26.2. 2024 Strategy

26.2.1. Following on from discussions the previous evening the CEO outlined again the proposed next steps following the UK Sport funding decision. The Board felt assured that the CEO would manage this situation in a professional and solution focused manner.

26.2.2. The Board identified a risk of losing key personnel and the added risk that if British Swimming is not able to provide a World Class coaching structure athletes are likely to go overseas to seek training opportunities with world class coaches.

26.2.3. KA suggested there may be scope for a discussion on how to develop British Swimming commercially with some creative thinking about how to support athletes and coaches and their asset base. The CEO agreed there is definitely a need for a detailed discussion on this in due course. It was agreed that this matter could be picked up by the Commercial group at their next meeting.

26.3. Aquatics in Britain

26.3.1. The CEO updated the Board that limited progress had been made on the Aquatics in Britain strategy due to the pandemic. However, this will be picked up as soon as time allows and is an excellent example of the Home Nations and British Swimming working collaboratively.

26.4. Equality Diversity & Inclusion (EDI)

26.4.1. AS had prepared an update on this matter, which was provided to the Chairman, CEO and DOBO in advance of the meeting. In AS's absence the DOBO updated the Board on the key points from the report.

26.4.2. The Board were informed that AS would like to probe the Board's interest for a Zoom 'drop-in' session on EDI themes at a future Board meeting. In her report AS asked the Board to capture their views on themes they would find relevant and informative and AS would then work with the Home Nations to curate a curriculum and programme for EDI sessions for Board members.

26.4.3. A discussion took place on this matter and the Board were in agreement that there is a necessity to agree what responsibilities lie with British Swimming and which with the home nations. JN to discuss this with AS. It was agreed this needs to be agreed before an education session with the Board is arranged.

26.4.4. Following on from the discussions at the previous meeting FF highlighted a need to expedite the guidance on appropriate language to be used when discussing matters around this subject. JN had circulated a guide which had been well received.

26.4.5. In her report AS thanked input and support from Swim England (Jane Nickerson, Sarah Gregory and Mike Hawkes) as well as Swim Wales (Allen Bewley) for their guidance on the great work underway and also on the novel approaches the Home Nations are applying to improving EDI in aquatics.

26.5. Points arising from Executive Reports

26.5.1. No points were raised in addition to those which had already been discussed.

27. Items for Decision

27.1 Board Liaison - Diving

27.1.1. The Chairman updated that he had discussed, ahead of the meeting, with CC the potential for her taking on the Diving Board liaison role to assist AS. The Board were asked to approve this suggestion. The Board unanimously approved the appointment.

28. Board Liaison Updates

28.1. Swimming

28.1.1. AK outlined that spirits are high amongst the athletes and coaches at the prospect of racing in Manchester. It is clear that all are significantly missing racing opportunities. Both AK & DC commented on how welcome the continued monthly updates received from the PLG group are.

28.1.2. The CEO highlighted the impressive planning, including planning for mitigating circumstances, which is in place for the Manchester event. AK will speak to CS after the event in Manchester.

28.1.3. The CEO advised that whilst there is a strong desire to hold an event in Scotland there are a number of current political issues which may make holding the event in Scotland challenging. Despite this the relationship with partners in Scotland remain extremely positive and supportive.

28.2. Diving

28.2.1 The DOBO provided the Board an update on behalf of AS.

28.2.2. The Diving National Competition scheduled for the 6th & 7th February had to be cancelled due to lockdown restrictions. Athletes were disappointed as they crave competition but they understand the situation.

28.2.3. The impact of pool closures continues to have an effect on some training groups but this is being managed effectively through the relocation of some athletes and

coaches to other centres in London or Edinburgh. Athlete and coach training groups are adjusting well.

28.2.4. The Board were informed that Olympic Qualification remains a risk with the on-going uncertainty of international lockdowns and restricted Covid-19 travel corridors. British Diving still need to pre-qualify female synchro teams and individual slots for Tokyo. The qualifying event (Diving World Cup) is scheduled to take place in Tokyo on 18th – 23rd April 21.

28.2.5. The Board were informed that Jane Figueiredo has been appointed to the UK Sport's female coach's leadership programme (alongside Mel Marshall). Jane has raised a question as to why there are no women on British Diving's management team and what can be done to encourage and nurture female talent from within our programme.

28.3. Para Swimming

28.3.1 GE commented on how well the HIVE was received.

28.3.2. GE outlined that he thoroughly enjoyed the Lebara race the World virtual competition which took place in December 2020. This was an excellent initiative.

28.3.3. GE commented on how CF remains optimistic for Tokyo 2021 and has expressed that he will remove himself from the numbers for Tokyo if accreditation numbers need to be reduced.

28.4. Artistic Swimming

28.4.1. JN updated that the Duet training is going well. Unfortunately the Artistic Swimming Olympic Qualification event scheduled for March 2021 has been postponed to May 2021.

28.4.2. Following on from discussions earlier in the meeting JN expressed further disappointment on the UK Sport funding decision and outlined that it appears Artistic Swimming had been misinformed throughout the process The CEO reinforced this.

28.5. Water Polo

28.5.1. FF ran the Board through the "Post Investment Decision Meeting" presentation which had been prepared for UK Sport. FF outlined that whilst the Water Polo community are disappointed with the funding outcome there is still some positives to take from completing the process. Water Polo are now looking towards the UK Sport Progression funding that is available.

28.5.2. FF highlighted UK Sport had fed back that the submission was of a high standard. FF thanked the CEO, George Wood & Rachel Bayley from Swim England on their support with the bid.

28.5.3. FF advised how BWPLG has agreed to enter both a Men & women's team to the 2021 World University Games. FF confirmed that both teams would be entirely self-funded by the athletes with the risk on the individuals and not British Swimming.

28.5.4. FF advised how the BWPLG continue to meet every 3 months which continues to work positively.

28.6. High Diving

28.6.1. KA confirmed that High Diving was not added to the schedule for the Paris Olympic Games but it is looking hopeful High Diving could be added to the schedule for Los Angeles in 2028. High Diving may be an exhibition sport in Paris 2024.

28.6.2. KA outlined that there will be no High Diving competitions in 2021. The next High Diving competition to be the FINA World Championships in Fukuoka, Japan in 2022.

28.6.3. KA raised a concern with regards to how British High Divers are changing National Representation, potentially as a result of limited support available for the sport due to a distinct lack of funding. The CEO advised that he and the PD are discussing this matter with UK Sport in light of a change of strategy.

28.6.4. A question was asked if TicTok is being looked at for raising awareness following some impressive high diving posts being on there recently. The CEO advised this will be discussed with the Commercial group at a forthcoming meeting.

28.7. Masters

28.7.1. The CEO updated that he had been in contact with Ray Gordon and advised that Masters is progressing well under the leadership of Nicola Latty. Thoughts are turning towards future events.

29. AOB

29.1. The DOLAG highlighted that due to the challenges presented by Covid-19 exacerbated by the disappointing UK Sport funding decision immediately before the festive period, all employees including PD's and programme teams are finding it increasingly harder to operate at their usual levels and where they are usually a source of positivity it is increasingly challenging to remain so. Morale is low. A discussion took place. It was suggested that Board members could add an extra contact call with the PD's to offer continued support. .

29.2. The CEO highlighted that if the event in Manchester goes well this will be a great boost to moral, but there is also a need to be aware that there could be a risk if the event does not go well.

29.3. The CEO outlined that he and the HOF would bring the 2021-2022 budget to the next meeting in April when there will be more clarity in terms of UK Sport Funding and the contribution from Swim England.



30. Date of Next Meeting

- 30.1. The next meeting is to take place 9th – 10th April 2021, potentially in Sheffield. Board members will be advised if plans change due to Covid-19.