



Minutes subject to approval at the next British Swimming Board Meeting

**BRITISH SWIMMING BOARD
Minutes of the meeting 8th February 2015
Mottram Hall, Cheshire**

Present:	Maurice Watkins	Chair
	David Sparkes	Chief Executive
	Simon Rothwell	ASA
	Ray Gordon	ASA
	Alex Kelham	ASA
	Maureen Campbell	SASA
	Robert James	WASA
	Craig Hunter	Independent Member
	Peter Littlewood	Independent Member
	Adele Stach-Kevitz	Independent Member
	Mike Power	Independent Member
	Graham Edmunds	Athlete Representative
	Ian Mason	Director of World Class Operations
	Ash Cox	BS Head of Legal Affairs
	Kathreen France	Group Finance Manager
	Wendy Lockton	Administrative Support

By Invitation: Rakesh Vaitha Group Internal Audit Manager

Min No:

1. Welcome and Introductions

- 1.1. The Chairman welcomed Peter Littlewood to his first Board meeting and commented on the absence of "Conflicts of Interest" in the Agenda. This item needed to be included for all Board meetings.
- 1.2. The Chairman introduced Rakesh Vaitha, Group Internal Audit Manager, who was presenting to the Board on the British Swimming Risk Register.
- 1.3. Mike Power, the Board Representative on the Audit and Probity Group, provided the Board with the background as to why Rakesh had been invited to present to Board stressing the importance of the Board understanding the big risks that the organisation faces.

2. Presentation by Rakesh Vaitha, Group Internal Audit Manager

- 2.1. The Group Internal Audit Manager presented to the Board on three key areas - risk management, governance and the risk register. He provided the Board with an overview of the positive progress that had been made in this area over the last 12 months and the increased activity around change management which has prompted a full risk review. The Group Internal Audit Manager highlighted the current position on the risk register along with the key risks that the organisation faces. It was outlined that risk movements happen on a quarterly basis and the key changes in the last quarter were highlighted.
- 2.2. A discussion took place regarding why the Health and Safety at Work risk was so high and it was agreed that this should be better clarified to reflect staff working off site including

those attending overseas camps and competitions and not just SportPark based staff.

- 2.3. Detailed discussion took place around the SPV and it was agreed by the Board that this should not just be seen as a risk but also as an opportunity and a good model of business from a reputational point of view.
- 2.4. Discussion took place around high diving with regards to when and if British Swimming should take it into their constitution. It was agreed this matter would be picked up later on the agenda to allow a full discussion to take place.
- 2.5. It was agreed by the Board that a prudent approach should be adopted in terms of dealing with risk management and as such requested for a report to be submitted to the Board following each meeting of the Audit and Probity Group with the Risk Report becoming a part of every future meeting agenda.
- 2.6. The Group Internal Audit Manager was thanked for his informative presentation.

3. **Declarations of Interest**

- 3.1. Disclosed by Mike Power in relation to a shared service strategy with the Jockey Club.

4. **Minutes of the Meeting held 7th-8th November 2014**

- 4.1. The minutes were agreed as a correct record.

5. **Matters arising from the Meeting held 7th-8th November 2014**

- 5.1. Min 89.5. The CEO confirmed that a Performance Management Group (PMG) has been set up for Open Water and provided an overview of the membership. The first meeting is taking place in the week coming.
- 5.2. Min 89.6. It was agreed that this matter would be taken forward to LEN Open Water Committee by Sam Greetham as it was felt there was value in getting some international buy in on this area. This matter will be picked up also by the Open Water PMG.
- 5.3. 95.3. Detailed discussion took place surrounding the British Swimming standard that had previously been set for the Synchronised Swimming Duet in order to qualify to compete at the Olympic Games. The CEO outlined that the situation has clearly changed since the British Swimming standard was approved and the Board agreed that they would require the Duet to achieve top 16th place or better to guarantee entry to the Games. However, should the Duet be placed lower than this but still qualify consideration may be given to making a case to the BOA to allow their entry if it was felt they were on an improving trajectory and could at Games time compete effectively.
- 5.4. Min 95.5. The CEO updated the Board on the decision of UK Sport not to offer Diving an additional 3 Podium places despite the NPD's request for them. It was noted that the NPD is extremely disappointed with this decision.
- 5.5. Min 96.3. The CEO updated the Board with regards to an additional meeting that has taken place with the Jockey Club. It was agreed this matter would be picked up later under the Finance section.

6. **Report of the Director of World Class Operations**

- 6.1 The DoWCO invited all Board members to provide feedback and thoughts on the presentations that had taken place during the British Swimming Strategy weekend which included presentations by the three National Performance Directors and Heads of Departments. Detailed discussion took place regarding this matter and the Board offered assistance to the Heads of the Departments as required in terms of mentoring and support in their expertise areas.

- 6.2. **Mixed Medley Relay Rankings**
6.2.1. The DoWCO provided the Board with an update in this area and the Board were asked to endorse the Mixed Medley Relay Rankings. The Board endorsed the rankings. It was agreed a detailed mechanism of implementing the Rankings needs to be looked at.
- 6.3. **Anti-Doping Education Strategy**
6.3.1. The DoWCO updated the Board that British Swimming is the first NGB working with UKAD on implementing an Integrated Education Strategy and outlined that this is building on the good work that is currently taking place with the elite athletes down to club level. Discussion took place on this matter and it was agreed that all athletes should be able to pick up education relevant to their current standard. It was outlined that this Strategy had previously been shown to the CEO's of the Home Countries at the Home Country meetings. The Board agreed this is a very positive initiative and approved the Strategy.
- 6.4. **World Short Course Championships 2014**
6.4.1. The DoWCO had previously provided an overview of the results from the Championships in the Board report. It was highlighted that whilst Short Course performances cannot be compared with Long Course performances the progressive performances seen at this event from heats through to semi finals and finals were extremely positive.
- 6.5. **NPC 1 Year On**
6.5.1. The DoWCO updated the Board on the NPC progress over the last 12 months including the number of athletes currently based at the Centre. It was highlighted that the vast majority of the Rio medal hopes are based outside the centre and the Board agreed the necessity for the NPD and Head Coach to travel regularly to visit and support these athletes in their home programmes. This matter has been put on the agenda for the Para Swimming PMG and the Board requested a report outlining all external visits and actions that have taken place with non centre athletes at the next Board meeting in April 2015.
- 6.6. **Starts and Turns**
6.6.1. The DoWCO outlined that whilst there are still a number of athletes who cannot perform starts and turns at a satisfactory level there are also athletes who are world class at starts and turns, as was highlighted in the NPD presentation at the Strategy Weekend. A comprehensive paper outlining current initiatives was presented and discussed. It was agreed by the Board that this matter is ongoing.
- 6.7. **Pathway Strategy**
6.7.1. The DoWCO provided the Board with an update as to where the key staff are in terms of the specifics with the Pathway Strategy and the National Development Framework syllabus and also brought their attention to the components in terms of what these will consist of. It was agreed that this will lay a good foundation for going forward and no issues were raised.
- 6.8. **Performance Tracking Updates**
6.8.1. Discussion took place surrounding the tracking updates and the Board agreed these are an extremely useful method of ensuring that key staff monitor performance. It was suggested that it would be a useful exercise to ask the athletes to self evaluate themselves also, similar to the formal staff appraisal system.
- 6.9. **2016 FINA Diving World Series**
6.9.1. The DoWCO updated the Board that there is a possibility the 2016 FINA Diving World Series in 2016 could be moved from London to Edinburgh. Edinburgh are happy to host the event and Event Scotland are currently examining this from a budget point of view. The CEO will now pick this up with FINA to ensure they are happy for this possible change of venue to be pursued.

- 6.10. **Tokyo Investment Policy**
- 6.10.1. The DoWCO updated the Board that a date has now been arranged to meet with UK Sport to discuss lessons learnt throughout this investment cycle. This feedback will be used by UK Sport when preparing the policy for the Tokyo Olympic cycle.
- 6.11. The Board were informed that the Diving NPD has now received confirmation of indefinite stay in the UK with his family and as such will be able to apply for a British Passport within 12 months time. This news was well received by the Board.
- 6.12. The DoWCO alerted the Board that there is currently one World Class Podium athlete on 2 strikes. The Board were assured that comprehensive strategies have been put in place to support this athlete. However, the athlete must take final responsibility now for maintaining their whereabouts data accurately.
- 6.13. Board representatives on the sport PMG's were invited to feed back to the rest of the Board on the recent PMG meetings which had taken place and detailed discussion followed. On the whole it was agreed that having a Board representative on these forums is extremely positive in that it enables the Board to be fully engaged with the Programmes and also to provide support to the Programmes as required and necessary.
7. **Report of the Chief Executive**
- 7.1. The CEO updated the Board on a meeting which has taken place with Glasgow in regards to Glasgow hosting the 2018 European Championships. The detail is still to be confirmed but Glasgow will be fully responsible for the investment for the event with British Swimming managing field of play.
- 7.2. An update was provided to the Board in terms of the 2015 IPC World Championships. AG Barr has been confirmed as the official water supplier and discussions are taking place with Speedo with regards to the possibility of Speedo providing shirts which could be VIK relieving. British Gas has agreed to put some money towards this event to be a presenting partner. Although British Gas are not looking for significant exposure from doing so discussions will take place regarding the possibility of the team wearing British Gas kit for the event.
- 7.3. The CEO provided the Board with an update on the SPV. The Board requested for copies of the minutes from meetings to be sent to them and it was agreed that these would be circulated to the Board in future along with a copy of the Biography of the Chief Executive of the SPV.
- 7.4. The Board were updated that no progress had been made in relation to the possible bid for the IPC European Championships in 2018 due to the relevant personnel in IPC being off on sick leave. Discussions are due to take place in the near future with UK Sport regarding possible funding for this event. The Board will be updated on this going forward.
- 7.5. The Board were informed that Glasgow has expressed an interest in hosting the Duel in the Pool event in 2017. The Board will be kept informed accordingly on this matter going forward.
- 7.6. The CEO updated the Board on the current situation with regards to the proposed Swim Stars event. A contract is currently being worked on which will involve British Swimming managing the field of play aspect on a full cost recovery basis.
- 7.7. The CEO updated the Board in relation to a recent unplanned meeting with Sally Hancock regarding the ASA sponsorship strategy. The CEO confirmed a copy of this Strategy has now been shared with SMAM and the CEO will continue to work with the Home Countries

on this matter as required.

- 7.8. The Board were informed that a meeting with Manchester is planned to discuss further what a potential partnership with Manchester will look like, particularly in relation to Water Polo.
- 7.9. The Board were provided with an update on the SLA including an overview of discussions that have recently taken place with the auditors and the Jockey Club. The Board confirmed they are happy for the CEO to continue these discussions and it was agreed that a detailed proposal will be brought back to the Board in relation to this area.
- 7.10. The Board were informed that the University of Warwick are considering building a 50m pool. UK Sport are involved in the discussions surrounding this. The Board agreed an additional 50m training pool would be positive for British Swimming.
- 7.11. The CEO informed the Board that preliminary discussions have taken place with Glasgow with regards to Glasgow hosting the 2016 Olympic Trials. It was highlighted that Glasgow are offering a free venue and also cash to British Swimming, which will not have to go against the event, in order to be able to host the event. The Board agreed this should be pursued and expressed an interest in identifying interesting ways of raising finance through the events programme like this going forward.
- 7.12. The Board were informed that a free facility has been secured for the British Masters Swimming Championships in 2015.
- 7.13. The CEO provided the Board with the background behind the British Swimming Governance Structure and the discussions that have taken place with Farrer & Co and the auditors on this matter. Discussion took place regarding this, and also in relation to HPS being rolled into British Swimming with a suggested date of April 2016. The Board agreed they were happy for this to be explored and requested for a formal proposal to be brought to the Board in due course.
- 7.14. The CEO updated the Board on the paper previously circulated in relation to Water Polo. The Board confirmed they were happy with the position statement outlined in the paper and were in agreement that British Swimming need to continue to support Water Polo where possible.
8. **Report of the Head of Legal Affairs**
- 8.1.1. The HoLA provided the Board with an overview of High Diving following the recent change to the FINA Constitutional Rules, which now officially recognises High Diving as the sixth FINA aquatic discipline.
- 8.1.2. Detailed discussion took place in terms of the possibility of accepting High Diving as part of the British Swimming constitution and how this would be regulated. Specific consideration was given to insurance.
- 8.1.3. It was agreed that a formal decision would not be made by the Board at this stage and it was agreed that a further paper would be taken to the next Board meeting. It was agreed to approach FINA and other member federations to identify how insurance is managed and to also consider how other high risk sports manage this type of issue.
- 8.2. The HoLA highlighted to the Board the proposed changes to the signatories for both British Swimming and High Performance Swimming. The Board unanimously approved the changes.
- 8.3. The HoLA updated the Board in relation to the UK Sport Governance report and

highlighted all areas are green with the exception of one amber. The HoLA confirmed British Swimming achieved “full assurance” from UK Sport.

8.4. **British Swimming Judicial Appointments (2015)**

8.4.1. The following appointments were noted:

Judicial Panel

ASA: Mr Len Badcock (Re-Appointment)

ASA: Mr Gerard McEvelly (Re-Appointment)

SASA: Mr Allen Fletcher (Appointment)

SASA: Mrs Joanna Maguire (Appointed through to February 2016 following the retirement of Mrs Margaret Somerville)

With the exception of Mrs Maguire these appointments are for a period of two years from the date of this Board meeting.

9. **Report of the Group Finance Manager**

9.1. The Group Finance Manager updated the Board on the significant improvement in British Swimming’s year-end forecast since the last meeting and provided an overview to the Board on the main reasons for this.

9.2. The Group Finance Manager updated the Board on the current situation with regards to the HPS budgets and highlighted a greater forecasted under spend than that which was reported at the previous meeting. The reasons for this were highlighted.

9.3. The Group Finance Manager provided the Board with an overview of where money is currently held and interest rates that are in place. It was confirmed that a conversation will take place with Coutts to see what they can offer British Swimming. The Group Finance Manager will report back to the Board once this meeting has taken place.

9.4. The Board were informed that the Quarter 3 budgets have now been submitted to UK Sport and the Quarter 4 budgets are currently being re-profiled.

9.5. The Group Finance Manager provided the Board with the background behind the British Swimming Authorisation matrix. Detailed discussion took place regarding this matter and it was agreed that all CAPEX expenditure over £50,000 should be amended to be subject to Board approval. The Board approved the Matrix and asked the Group Finance Manager to circulate a copy to all relevant individuals.

9.6. The Group Finance Manager presented the draft 2015-2016 budgets for British Swimming and HPS to the Board highlighting in the presentation the key assumptions, income variances and risks and opportunities. The Board approved both budgets and the Group Finance Manager was thanked for the informative presentations.

10. **Date of Next Meetings** – 18th April in London and 12th-13th June in Cardiff.