



Minutes subject to approval at the next British Swimming Board Meeting

**BRITISH SWIMMING BOARD
Minutes of the meeting held 16th April 2016
Radisson Blu, Glasgow**

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

Apologies: Craig Hunter Independent Member

Min No

32. Welcome and Apologies

32.1. The Chairman welcomed everyone to the meeting and apologies from Craig Hunter, who was involved with the Swimming Test event in Rio for FINA, were noted.

33. Declarations of Interest

33.1. None declared

34. Minutes of the Meeting held 7th February 2016

34.1. The Head of Legal Affairs proposed a change to Minute 21.1.1 in relation to the update provided to the Board on the new Official Supplier Agreement with Airweave. The Head of Legal Affairs suggested the Minute be amended to:

21.1.1. The Head of Legal Affairs outlined to the Board the principle terms of a new Official Supplier Agreement with Airweave. The Board agreed that commercial agreements should be finalised in principle by the Contract Approval Group.

The Board approved the proposed change to this Minute.

34.2. Min 26.1 – The Board were updated on the successful outcome in relation to the CAS hearing. The Board congratulated the team that had worked on this appeal ensuring the positive outcome.

- 34.3. Min 22.6 - The Board were informed that the new account with Coutts has now been opened.
- 34.4. Min 24.3 – The Board were informed that a meeting with the Group Internal Audit Manager has now taken place and inconsistencies previously seen in the Risk Register have been resolved.
- 34.5. Min 26.1 – The Board were brought up to date in relation to the new outfitting sponsor. The Chief Executive outlined a proposal for how the benefits might be divided amongst the Home Countries and the Board urged that the contract now be sent to the sponsor once the issues raised by everyone had been considered. The draft contract to now be shared with the Contracts Approval Group for their input.
35. **Minutes of the 2015 Annual General Meeting of British Swimming Limited**
- 35.1. Minutes of the Annual General Meeting of the 7th November 2015 were approved.
36. **Report of the Director of World Class Operations**
- 36.1. **Tokyo 2020 Strategic Plans**
- 36.1.1. The Director of World Class Operations informed the Board of the positive feedback received from UK Sport on the 2020 Plans outlining that the plans had been very well received.
- 36.1.2. The Director of World Class Operations updated the Board in relation to the meetings that had recently taken place with UK Sport regarding the 2020 Plan submissions. The Board were informed of the main themes that emerged as part of this process along with an update on each of these themes.
- 36.1.3. Discussion took place regarding the theme of co-funding, value in kind and sponsorship, particularly in relation to the partnership arrangements in place with National Centres. The Board requested for the Head of Finance to pull together a paper outlining the value of these arrangements with centres where World Class athletes are based. The paper to be circulated to the Board and in turn UK Sport.
- 36.1.4. The Director of World Class Operations informed the Board that continued effort is being made to drive down central costs including ASA management charges.
- 36.1.5. The Board were updated in relation to the level of UK Sport investment which the sports had asked for in their submissions outlining that debates had taken place regarding these requests in the meetings. The Board were happy with the requests made by the sports.
- 36.1.6. The Board were informed that discussions had taken place with UK Sport in terms of the number of athletes based in the National Centre following a request for clarification on this matter from UK Sport. The Board were updated on the twin track approach that is taking place in this area and the Board were comfortable with this.
- 36.1.7. Discussion took place regarding the investment wheels in relation to the various ways of categorising services. The Board were happy with the explanation provided on this matter.
- 36.1.8. The Board were informed on the timings for the next stages in relation to the 2020 submissions. A further update to be provided at the June 2016 meeting.

- 36.2. **Para-Swimming Home Athlete Support**
- 36.2.1 The Director of World Class Operations updated the Board on this matter outlining that work in this area is going very well. The Board confirmed they were also comfortable with how things are working. As a result it was agreed the Performance Director should be left to get on with this area of work without continuing to be closely monitored by the Board going forward, on the proviso that the Director of World Class Operations would seek clarification on progress in this area at all update meetings with the Performance Director.
- 36.3. The Board were updated on the work that is currently underway in the area of coaching competencies and in terms of the competencies being identified for the next generation of coaches. The Board were informed that an agreement had been reached for Nigel Redman and Tina Ryan to do some work for Para Swimming and Diving. A paper on this to be brought to the June meeting which the Board may be asked to endorse.
- 36.4. An update was provided to the Board on Olympic tickets. The Board were assured that every effort is being made to secure further tickets for sessions where there is a particular shortage.
- 36.5. The Board were informed that UK Sport has recently approached all sports requesting a possible adjustment of their Olympic and Paralympic medal targets. The Director of World Class Operations made a proposal that no adjustments are made to any of the targets, which had been approved at the February 2016 Board meeting. This proposal was unanimously endorsed by the Board.
- 36.6. The Board requested details of when and where the proposed Junior Development Camp is taking place. It was agreed that the Director of World Class Operations would send these details to the Board and the Board were encouraged to attend this event along with others where possible.
- 36.7.1. The Board requested a general assessment of the performances to date at the British Swimming Championships and discussion took place on this matter. It was outlined that a new strategy was being trialled with the main focus being on performing in Rio in the summer and the Board respected this strategy.
- 36.7.2. Discussion took place regarding the selection criteria and panel for the Olympic Games. It was agreed that the Director of World Class Operations would circulate the criteria to the Board following the meeting.
37. **Report of the Chief Executive**
- 37.1. **Synchronised Swimming**
- 37.1.1. The Chief Executive updated the Board on progress to date in terms of the Synchronised Swimming bid to UK Sport under the emerging sports agenda.
- 37.1.2. A proposal was made to the Board for British Swimming to assist the Synchronised Swimming duet athletes in the lead up to Rio 2016 by picking up the EIS costs. The Board unanimously agreed with this proposal.
- 37.2. The Chief Executive updated the Board that the IPC have now formally advised British Swimming that they are in negotiations with another city with regards to the IPC European Championships 2018.

- 37.3. The Board were informed that UK Sport will not currently engage with British Swimming in terms of the future events strategy due to uncertainty surrounding the financial outcome for London 2016. Endeavours to increase engagement in this area will be made following the European Championships in London, May 2016.
- 37.4. The Board were informed that a deal has now been done with Sheffield in terms of national events and British Swimming are now currently awaiting a formal offer for the pool from Sheffield.
- 37.5. The Chief Executive invited the Board to feedback any comments on the new British Swimming website to the Head of Communications.
- 37.6. The Board were informed the Chief Executives of the Home Countries recently met to discuss the Swimming Story and how to take forward the marketing strategy after 2016. The Chief Executive outlined that all of the Home Countries are working together very well in this area and further details will be brought to the June 2016 British Swimming Board meeting.
- 37.7. The Chief Executive updated the Board on the work that has recently been done in terms of dealing with cybercrime. Further work will be done on this area alongside the ASA to ensure that data is sufficiently protected.
- 37.8. **Masters Swimming**
- 37.8.1. Discussion took place with regards to Masters Swimming. The Chief Executive proposed, based on a recommendation from the Partnership group, that going forward the Home Countries take on the responsibility for delivering the British Swimming Masters Championships on a 3 year rotational basis. The Board agreed they were all happy with this proposal. The Chief Executive to work with the Home Countries to implement this going forward ensuring that British Swimming sign off the branding each year.
- 37.9. **LEN European Championships**
- 37.9.1. The Chief Executive updated the Board with regards to the LEN European Championships outlining the significant challenges the event still faces in terms of the lack of commercial partners. This item to be discussed further at the forthcoming SPV meeting.
- 37.9.2. The Board were updated on the current situation with regards to the LEN European Masters Championships. The Chief Executive informed the Board that he was picking up and dealing with all complaints surrounding the event to save the delivery team being distracted by these issues.
- 37.9.3. Discussion took place regarding transport links for the event and the Board suggested it would be beneficial to have a team of volunteers present to welcome teams at the airports when they arrived. The Board agreed this was a good idea and that this matter should be picked up by the SPV with perhaps a request being made to the London Swimming community to identify volunteers for this role.
- 37.9.4. The Board were informed that LEN are picking up the major costs for the LEN Congress with a modest grant from UK Sport also helping to cover the costs.
- 37.10. **Medical Advisory Committee**
- 37.10.1. The Chief Executive provided the Board with the history behind this committee and discussion took place in terms of whether this should be a British committee or not. The Board were in agreement this should be a British committee with British

Swimming providing administrative support to it and minutes from the meetings to be circulated to the Board and Home Countries.

37.11. **BSCA Letter**

37.11.1. The Chief Executive updated the Board on the letter recently received from the BSCA regarding work that is being done to try and ensure a clean sport. The Board agreed to work closely with the BSCA on this matter going forward supporting the strong efforts being made by FINA and WADA in this regard.

38. **Report of the Head of Legal Affairs**

38.1. The Board was provided with a verbal update on the British Para-Swimming Classification Appeal. Discussion took place on the potential outcome of the Classification Appeal and whether the outcome, if successful, would impact any athletes nominated to the BPA for ratification for the Rio Paralympics. On the basis of predictions prior to the trials it was unlikely that any nominated athletes would be affected.

38.2. The Head of Legal Affairs provided a Governance update to the Board with particular regard to the consultation process involving the Chief Executive, UK Sport and the Head of Legal Affairs on the new Governance code. A further report will be brought to the June British Swimming Board meeting following receipt of the draft consultation governance code.

38.3. **British Swimming Organogram**

38.3.1. The Head of Legal Affairs provided the Board with a copy of the British Swimming organogram which had been requested at the February 2016 British Swimming Board meeting.

38.3.2. It was agreed that a Commercial Steering Group should be added to the organogram. Relevant terms of reference should be drafted for this Group, which the Chief Executive agreed to take forward. The terms of reference for the PMG's would be revisited post Olympic and Paralympic Games.

38.4. The Board were informed that the report from the Staff Satisfaction Survey is currently being produced and will be brought to the June 2016 British Swimming Board meeting.

38.5. The Board were invited to any suggest companies who may be interested in purchasing a table for the 2016 British Swimming Awards Dinner.

38.6. The excellent percentage of completed appraisal paperwork for the professional staff was highlighted to the Board.

38.7. A detailed discussion took place regarding anti-doping especially in light of all of the recent stories in the media. The Chief Executive assured the Board that there are robust systems in place within British Swimming to minimise the risk of a doping offence. It was agreed this matter will be ongoing and that the Board should keep a watchful eye on developments in this area.

39. **Report of the Head of Finance**

39.1. The Head of Finance provided the Board with an update on the British Swimming accounts for the 11 months ended 29th February 2016 along with an overview of notable variances.

39.2. The Board were informed that it has been agreed with the sports for any legal

costs incurred to be covered by the relevant sport.

39.3. The Head of Finance provided the Board with an update on the High Performance Swimming Ltd accounts for the 11 months ended 29th February 2016 outlining that all underspend must be spent by March 2017.

39.4. The Head of Finance informed the Board that the end of year reports are required to be submitted to UK Sport by the end of May 2016.

39.5. The Head of Finance informed the Board that the money has now been received from the ASA for the loan interest overpayment refund.

39.6. The Head of Finance updated the Board in terms of the meeting which had recently taken place with the ASA CFO to discuss the SLA. A further meeting will be scheduled to discuss financial figures and the Board to be updated accordingly.

39.7. The Head of Finance informed the Board that the Norma Thomas Diving fund has now been transferred to the Swimming Trust.

40. **Report of the Head of Communications**

40.1. The Chief Executive provided the Board with an update on the main activity that has recently taken place in this area.

40.2. Alex Kelham informed the Board that she has a meeting planned in the near future with Discovery Channel. Alex to feed back to the Board the key points from this meeting.

40.3. The Board were in agreement that the streaming of the British Swimming Championships had worked well and had been a success. It was agreed the viewing figures should be reviewed following the event to explore the potential of monetising this going forward.

41. **Risk Report**

41.1. The Chief Executive updated the Board on the new risks that had been added to the risk register and also the risks that scoring had been adjusted for. The Board were in agreement that this area continues to work well.

41.2. **Child Safeguarding**

41.2.1. The Head of Legal Affairs provided the Board with a verbal update on a historical abuse claim dating back to the 1980's. The Chairman requested sight of the Particulars of Claim for this case and the Head of Legal Affairs was asked to keep the Board updated as this matter progresses.

41.2.2. Discussion took place regarding whether child safeguarding should be added to the risk register. It was agreed that there are strong procedures in place to mitigate risks in this area but that it should be added to the risk register.

42. **Nomination of LEN President**

42.1. The Board were provided with an update on this matter. The Board confirmed they were happy with the action plan discussed.

43. **Nomination of British candidates for the LEN Technical Committees**

43.1.1. Detailed discussion took place regarding the candidates for LEN technical committees. The Board unanimously approved the following nominations:

- Simon Rothwell – Chair, Masters Committee

- Sam Greetham – Secretary, Technical Open Water Swimming Committee
- Maria Ramos – Member, Technical Synchronised Swimming Committee
- Craig Hunter – Member, Technical Swimming Committee
- Alexei Evangulov – Member, Technical Diving Committee
- Maurice Watkins – Member, Legal Committee
- Chris Murray – Member, Disciplinary Committee

43.1.2. In addition to the above the Board were in agreement that Melanie Beck should be nominated for a position on the High Diving Technical Committee if and when one is formed.

43.2. Discussion took place regarding succession planning. The Board were in agreement that Board members who retire should form a group to ensure that expertise is kept within the sport.

44. **ARP Terms of Reference**

44.1. It was agreed these would be brought forward to be approved at the June 2016 British Swimming Board meeting.

45. **2017 Meeting dates**

45.1. The Board discussed the draft 2017 meeting dates which had previously been circulated. The dates were provisionally agreed but it was agreed that further debate on this matter would take place at the next meeting.

45.2.1. Discussion took place regarding the September 2016 British Swimming Board meeting. Due to a number of staff being unavailable for this meeting for various reasons it was agreed to cancel this meeting and schedule in a longer meeting in November 2016.

45.2.2. It was agreed that the 2016 accounts will be approved via email.

46. Date of next meeting – 11th June 2016 in Sheffield

There being no further business the meeting closed.