



Board Basketball England

Board Meeting Minutes

Date: 11 September 2017 **Location:** Basketball England
NSC
Gate 13
Etihad Campus
Manchester
M11 3FF

Present:

Clare Wardle, Chair (CW)
Grace Jacca, Vice Chair (GJ)
John Wells (JW)
Nicky Shaw (NS)
Abi Cohen (AC)
Dial in Steve Bucknall (SB)
Dial in Russ Lidstone (RL)
Brian Aldred (BA)
Melissa Hague (MH)

1. Apologies for Absence

AH will attempt to dial in from US

2. Minutes from Previous Meeting

Minutes agreed from last board meeting (July 2017). **JW to complete two outstanding actions**

3. Declarations of Interest

None

4. Chairs Update (CW)

The Chair updated the Board on activity with external stakeholders including Sport England.

BA and MH elaborated with regards to NBA meeting. BA and MH meeting with JL Unum.

Recommendations

The Board:

- a) Noted the chairs update

5. Operational Update

MH and BA provided an overview of the progress of our agreed priorities and key developments.

Recommendations

The Board:

- a) Noted the progress against priorities including changes and barriers
- b) Noted the progress on the new roles and restructure process and the plans to work with staff to transition
- c) Approved the alignment of processes, targets, teams, responsibilities and measures with Sport England for funding and delivery on our existing objectives
- d) Recognised great achievement of staff at RDT's

WORKING LUNCH 12:30pm

6. Governance Action Plan

MH gave an overview of expectations arising from the new Code and from the Sport England Governance Audit update due in 2 weeks' time. To update on areas of continued work, progress and deadline approaching, crucially 30th October 2017.

Action- MH to circulate review forms to board members

The Board:

- a) Approved the next stage of work
- b) Agreed subcommittee role to achieve timescales for AGM
- c) Agreed to review situation for Chair and CEO evaluation- JW and CW to address
- d) Agreed to operating model
- e) Acknowledged delay in staff handbook

7. Finance Update

MH, BA updated the Board on the financial management, controls, budget position and cash flow. Review of finances being undertaken with Sedulo. Board agreed more clarity is needed with Sedulo and new Finance Manager.

The Board:

- a) Agreed to management accounts to date
- b) Noted the cash flow position
- c) Approved the proposed improvements to the finance function

8. Commonwealth Games

The Board were updated on BE's preparation for the 2018 Commonwealth Games including proposed operating model for both teams. DB outlined financial implications and requested an additional £30k for the project. **The Board provisionally agreed depending on updates from DB. DB agreed to supply updates with Board as requested.**

The Board:

- a) Noted the contents of the paper
- b) Approved the recommendations in the paper (DB to provide updates as requested)

9. Delivery Update

DB provided an overview of recent achievements and activity within the Delivery Department and allowed an opportunity to ask any questions that arise from the information provided.

The Board:

- a) Accepted the update

Board recognised the contributions of Jon Stonebridge and Jacob Meeton to the Special Olympics

10. Safeguarding and Compliance Update

MH updated the Board on key matters relating to Safeguarding and Compliance as well as Duty of Care impact and implementation. Inclusion in Officiating Conference. Working with Lisa Wainwright.

The Board:

- a) Accepted the update

11. AGM Update

Need for the Board to accept and approve the annual accounts in order for them to be distributed 21 days in advance of the AGM. AGM scheduled for 14th October. **MH to chase up Annual Accounts. Action- DB to arrange Regional Chairs meeting on the same day**

12. Marketing and Communications Update

MH, BA not present

13. Board Discussion and Session

MH, BA not present

14. AOB

DB reviewed proposed regional structure- add to next agenda

BBF Update/ report- to be done by MH and given to NS

Action- CF to update Board on BUCs

Action- GJ, NS and DB to meet about awards

END OF MEETING- MH, BA not present