

## Board Basketball England



### AFR Meeting Minutes 28<sup>th</sup> July 2023

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#### **Attendees:**

Russell Bell (RB), AFR Chair

Graham Biggs (GB)

Matt Neville (MN), Observer

Victoria Jones (VJ)

Stewart Kellett (SK)

#### **Apologies:**

Russell Levenston (RL)

RB introduced the meeting and explained the purpose was to take a closer look at 2 x key areas (Q1 accounts & reforecast and risk). There were 2 additional areas of discussion around GB and Information Governance.

#### **Item- Q1 Accounts and Reforecast:**

VJ summarised the cover report and highlighted areas of variance for both income and expenditure. VJ raised membership income and commercial income as areas for the AFR to monitor and review at the end of Q2, as these income targets have been increased for 23/24.

**Action- RB to follow up with EO on a full commercial committee report for the board meeting in September 23.**

SK raised BE reserve levels and the importance of making strategic decisions to increase our reserve level.

MN responded that reserves are not critical in the short term but is definitely something BE needs to work towards. The group agreed and discussed specific targets. The AFR agreed at a reasonable level of satisfaction that BE reserves are currently OK, but the group should work towards improving these in future years.

#### **Item 2- Risk**

RB summarised the risk position and the group agreed we needed to separate the day-to-day risk overseen by management and what is reported to AFR and the Board.

**Action- EMT to review the risk ratings across the risk register.**

### **Item 3- Information Governance Policies**

SK highlighted that BE had seen an increase in Subject Access Requests (SARs) lately. He explained these requests have required significant resourcing, and it has highlighted that BE needs to implement a records management and retention policy which would cleanse data and make future SAR administration less burdensome and costly.

**Action- VJ to prepare and circulate a cover report for the policies via email, for approval from the AFR.**

### **Item 4- BBF Update**

In response to RB summarising BBF's current status, SK highlighted the need for generating revenue for the servicing of GB teams.

### **Item 5- AOB**

GB raised the director terms of AFR members.

**Action- VJ to circulate a note to the People Committee around AFR director terms.**

END OF MEETING