

Minutes of the
British Weight Lifting Board Meeting

Venue: Rochester Room, Queen's Hotel, Leeds, LS1 1PJ
Date: Tuesday 18 December 2018
Start: 1.00 pm

Present: Patrick Roberts (PR), Ashley Metcalfe (AM), Guy Taylor (GT), Mike Irani (MI), David Knaggs (DK), Rupinder Ashworth (RA), Jane Fenwick (JF), Neill Wood (NW) – until point 9.

In attendance: Kath Leonard (KL) – until point 8, Mark Martin (MM) – until point 7, Tom Whittaker (TW) – until point 6, Sarah Davies (SD) – until point 8.

1 Welcome, Apologies and Declarations of Interest

PR welcomed everyone to the meeting, especially the three new Directors, and declared the meeting quorate. He reminded members that the proceedings of the meeting were confidential and asked if there were any conflicts of interest; to which GT advised of his ongoing interest in the Talented Athlete Scholarship Scheme (TASS). Apologies had been received from Ali Jawad (AJ), Kelly Sotherton (KS) and Matthew Curtain (MC).

2 Minutes from Previous Meeting

The minutes of the Board meeting held on 18 September 2018 and the minutes of the Annual General Meeting (AGM) held on 28 October 2018 were agreed as read and **approved** for posting on the website. There were no matters arising.

3 Decisions Taken outside the Board Meeting

PR informed members that following an open and transparent recruitment process, the Nominations Committee had recommended the appointment of four new non-executive directors; this recommendation was approved by the Board and inductions were carried out with three of the new directors prior to the Board meeting. PR also advised that two other candidates had been invited to join Board sub-committees as co-opted members: Stuart Doran (Audit & Finance) and Keith Morgan (Performance). Both have accepted the invitation and will hopefully join their respective sub-committees at the next meeting.

The minutes of the Nominations Committee were **accepted** with one minor addition; and PR thanked GT for chairing the Nominations Committee since June 2018.

4 Minutes and Recommendations from the Sub-Committees

The minutes from the Commercial and Development Sub-Committee held on 18 September were **approved**. It was noted that no other sub-committees had met since the last Board meeting. PR also explained that membership of the sub-committees would be addressed later on in the meeting.

- a. TORs for International Relations Sub-Committee – AM explained that this new sub-committee needs to be formally approved by the Board following guidance from UK Sport to all NGBs in receipt of international relations funding. It was agreed that the sub-committee should include two NEDs, rather than the Chair and one other NED. It was also agreed that two additional responsibilities should be added to the TORs:
 - Developing and maintaining a Code of Conduct for all international representatives of BWL to abide by; and
 - Managing external perceptions of BWL’s international role.

The TORs were **approved** by the Board with these amendments.

5 Sport Development, Coach Education and Sport England Review

KL presented her report on operational performance including developments and progress relating to Workforce, Competitions, Communications, Partnership and Relationship Management, Equality and Safeguarding. Further clarification on the role of the new England Weight Lifting website was provided, alongside the role of the England sub-committee. It was noted that all stakeholder reviews had been carried out and currently the organisation had received a positive 6-month review for year 2 of the current funding cycle and was on track to meet end of year Sport England targets.

6 High Performance, UK Sport and Talent Update

TW presented his report on the annual objectives and progress being made towards them in relation to the World Class Programme (WCP) for Para Powerlifting. He gave updates on individual performances of key individuals and noted it had been confirmed that the programme had achieved year 2 milestones at the recent UK Sport mission review and that plans were in place for 2019/20.

AM presented a report on Olympic weightlifting matters, in particular the England Talent Pathway and recent performances at the IWF World Championships, European Junior & U 23 Championships, the World University Championships and Youth Olympics. He advised that BWL had been successful in securing additional funding from the UK Sport Aspiration Fund in order to assist athletes with the potential to qualify for the Tokyo Olympics but noted that the full terms and conditions surrounding the offer were still awaited.

7 Finance Matters and Update

MM presented a summary of the financial performance up to October 2018 noting that: course sales for the year to date were ahead of budget; commercial income was behind budget; and that there had been some savings in staff costs due to vacant positions earlier in the year. Overall this has resulted in a surplus for the year to date against a budgeted deficit. He also informed the Board that the bank balance and reserves were healthy. However, there is now a full complement of staff; and there are a few challenging months ahead in order to achieve break-even for the whole year, as budgeted.

MM then looked ahead, highlighting the tapering of Sport England funding for back-office support over the next two years. Finally, he advised that the 2019/20 budget was being worked on and would be presented at the next Board meeting, following review at the February Audit & Finance Committee meeting.

The current shortfall in commercial income stimulated a discussion around the desirability/urgency of recruiting a Commercial Manager. The Executive was asked to present options to the Board at the next meeting.

8 CEO's Update

AM presented the latest version of the risk register (Nov 2018), noting that he and PR regularly review and update this. He highlighted key changes in the rating of certain risks. He also explained that certain hazards, such as anti-doping rule violations, safeguarding issues, and missing commercial targets; would potentially always remain "Red" risks, but that this was the reality of the environment in which we operate. MI noted that BWL was considered to be well run within the international weightlifting world and that significant improvements in governance had been achieved over the last few years.

AM presented the complaints log noting there had been four complaints, mainly as a result of the decision to ask lifters to self-fund for international competitions over the last two quarters; the complaints had all been addressed.

AM reported on the current position of the Home Nations, providing an overview of a recent meeting held with Northern Ireland Weightlifting and Weightlifting Ireland, noting the positive discussions and that a memorandum of understanding was to be developed to determine the way forward. He also advised that the relationship with Scotland remained positive and that a meeting with Weightlifting Wales was scheduled in January 2019.

9 Governance

a. BWL Policies

There was a discussion around the following updated policies for BWL staff, all of which were **approved** (subject to minor amendments):

- Whistleblowing Policy;
- Recruitment Policy;
- Grievance Policy;
- Disciplinary Policy;
- Harassment and Anti-Bullying Policy; and
- Safeguarding Vulnerable Adults Policy.

The following new policies for athletes on the World Class Programme (WCP) were also discussed and approved:

- WCP Athlete Grievance Policy; and
- WCP Team Member Disciplinary Policy.

b. BWL AGM 2018.

It was noted that the informal discussion following the 2018 AGM had yielded a number of interesting ideas about the running of BWL. The Executive was asked to draft a response to the points raised and present to the next Board meeting.

c. BWL 2018 Staff Engagement Survey

The second annual BWL Staff Engagement Survey was run by the BWL Chair in October/November. The results are broadly similar to the first survey, with no statistically significant changes. AM was asked to pass on the Board's thanks for taking part in the survey to all staff.

d. UK Sport/Sport England Governance Update

AM reported that the recent Governance update meeting with UK Sport had been postponed until January 2019 but that the feedback from the December 2018 6-month Sport England review was positive, confirming that we remained compliant with the Code for Sports Governance. However, AM advised that there was a need to make a small number of amendments to the current (2017) BWL Articles of Association, which would require approval of our membership; the following timeline was proposed:

- Executive to propose new Articles of Association to the Audit and Finance Committee in February 2019;
- Board to review at March Board meeting; and
- Extraordinary General Meeting (EGM) to be scheduled in April (possibly to coincide with British Universities and Colleges Championships, 13/14th April).

Following the appointment of four new Board members, the Board remains compliant in terms of gender split.

e. Board Appointments

PR reported that GT (Lead Non-Exec Director and Chair of the Performance Committee) and DK (Audit & Finance Committee Member and HR Champion) would soon complete their first four-year term as directors; and that both were willing to continue for a second (and final) four-year term. The Board **approved** the Chair's recommendation to reappoint GT and DK for a second term, beginning on 22nd December 2018 and 8th February 2019 respectively.

f. Equality & Diversity

AM reported that BWL had received the Preliminary Equality Standard and was now working towards the Intermediate level. It was noted that the Diversity Action plan was on target and that further equality and diversity (E&D) training was scheduled for the Executive and Board members in Q1 of 2019. It was also noted that a number of Board members receive E&D training as part of their primary roles and that this should be formally recorded as part of the annual review of the Board Skills Matrix.

i. Board Composition

PR updated the Board on the current status of the Board, with the following items discussed:

- Lead Non-Exec Director Terms of Reference (ToRs) - The ToRs for the Lead Non-Exec Director (first published in 2016) were reviewed and **approved** by the Board. These need to be incorporated into the BWL Corporate Governance Handbook as part of the next update (following updates to the Articles of Association).
- Optimum size and composition - PR reported that the currently agreed optimum number of Board members (agreed in 2017) was ten, although the Articles of Association (and Code for Sports Governance) allow a maximum of 12. It was **agreed** to increase the optimum number to 11, with immediate effect, to allow for the recruitment of a new Independent Chair.
- Sub-Committees – PR updated the Board on the current status of the sub-committees. It was agreed that PR, GT & AM would meet early in the New Year to confirm/identify Chairs and thereafter work with individual Chairs to populate each sub-committee.

10 Any Other Business

PR updated the meeting on the progress of the Action Plan to address the recommendations of the Independent Investigation, based on the 10th December update to Sport England and UK Sport. PR agreed to include the Board in the monthly updates to Sport England and UK Sport going forward.

PR reminded the meeting that a number of BWL members have been suspended for anti-doping rule violations (ADRVs) over the last four years; and it was possible that some of these former members would seek readmission to BWL once the bans imposed by UK Anti-Doping have been completed. The Executive was asked to bring a draft policy on readmission to BWL following a suspension for an ADRV to the next Board meeting.

11 Date and Time of next meeting

1pm March 21 2019 – venue to be confirmed

The meeting closed at 5.50 pm.