

Agenda Item 3.1

Minutes: Badminton GB Board Limited Meeting



Wednesday 16th January 2019 at The Lodge
Meeting Room, National Badminton Centre

Board:	Stephen Baddeley (SB)	Chair and Non-Executive Director
	Kelly Aston (KA)	Director (Badminton Scotland)
	Derek Batchelor (DB)	Director (Badminton England)
	Christine Black	Director (Badminton Scotland)
	Graeme Finch (GF)	Non-Executive Director
	Jane M Nickerson (JN)	Company Secretary/Non-Executive Director
	Kenneth Nixon (KN)	Director (Badminton Ireland, Ulster Branch)
Invited:	Jon Austin (JA)	Performance Director, Badminton England
	Mark Beecher (MB)	Head of Performance Operations, Badminton England
	Adrian Christy (AC)	Non-Executive Director
	Richard Morris (RM)	GB Para Badminton Head Coach (for item 4.2)
	Keith Russell (KR)	Interim CEO, Badminton Scotland
	Carole Hanson (CH)	Minute Taker (Badminton England)

1	WELCOME AND APOLOGIES FOR ABSENCE
	SB welcomed KA to the Board and all members introduced themselves. RM was also welcomed to the meeting. There were no apologies.
2	DECLARATIONS OF INTERESTS
	There were no new declarations of interest
3	MINUTES OF THE LAST MEETING
3.1	<i>To receive and approve the minutes of the meeting held on 20th September 2018:</i> <ul style="list-style-type: none"> The minutes of 20th September 2018 were approved.
3.2	<i>To consider matters arising from the minutes:</i> The following points were noted: <ul style="list-style-type: none"> Item 10. Para-Badminton CWG update – AC told the meeting that there would not be a decision on this until the end of March but it is unlikely that Para-Badminton will be included in the full CWG programme but could be a demonstration sport. Item 4.1 European Games – the BOA has asked for a contribution for each participant of £200 to cover the accreditation process. The cost of sending a team to the EG will be in the region of £1500-£2500. Item 4.1 Actions A copy of the letter to BWF was sent to Nora Perry. JA confirmed that there have been no changes around SS6 classification. Item 5 Actions Agreed changes made to the NI Qualification Overview. Item 6.2 Actions Finance – Detail on report – covered on this agenda Item 8 Governance – on website and on this agenda <p>PERFORMANCE UPDATE</p>

As RM was in attendance, Para-Badminton WCPP was discussed first:

PARA-BADMINTON WCPP

- With regards to Page 2 of the report, the milestone targets for 2018 are the wrong way round. Should be;
 - 3-4 medals Para-European Championships - 4 x medals achieved (3 x gold 1 x silver)
 - 2-3 medals Para-Japan International - 4 x medals achieved (2 x gold 2 x silver)
- JA said that the milestones were formalised for investment purposes. RM said there were other milestones, including the World Championships and 2 tournaments in Japan and Thailand. GF asked if the targets were achievable, RM confirmed they were and gave examples of current Para athletes achievements.
- Regarding the Para-Badminton Award, at the time of this meeting there has been no formal confirmation of continuance of funding but this was not a cause for concern.

RM left the meeting

ASPIRATION FUND OUTCOME

- UKS has confirmed that the Award will not commence until 1st April 2019. A conversation will take place with them tomorrow (18th Jan) to ascertain how this will work regarding costs incurred from 1//1/19 up to 31/3/19. JA will inform the Board of the outcome. **ACTION JA**
- Funding does not stop on 29/3/20 but continues until December 2020.


[REDACTED]

MEDAL SUPPORT PLAN

- JA has not yet received an update from UKS regarding the annual secondary target. It had been suggested by UKS that this [REDACTED]

[REDACTED]

TEAM LEADER

	
4.3	<p>Approval of the Paralympic and Olympic selection criteria:</p> <ul style="list-style-type: none"> • JA noted that the process of Olympic qualification is the same as Rio, with the same selection criteria. JA is comfortable with the criteria. • Amend Badminton England to GB Badminton under throughout the document ACTION • Under 4.1, it was agreed that the 'England Head Coach' be amended to 'Olympic Head Coach' and will be appointed prior to 3/4/20. • CB's concern regarding selection was noted, however it was felt that having 2 independent observers on the panel would help with the transparency of selection. JA said that a non-voting observer has been added to the selection panel since Rio. • The proposal to accept Selection Criteria was agreed by Board members, subject to the changes above. • JA to recirculate amended Selection Criteria for formal approval ACTION JA <p>APPEALS PROCESS</p> <ul style="list-style-type: none"> • SB noted that any references to Badminton England under the appeals process should be changed to GB Badminton. ACTION JA • The nominated person under 3.1 of the Appeals Process should therefore be the Chair of the GB Board. ACTION JA • Board approved the Appeals process subject to the changes above. • JA to recirculate ACTION JA <p>PARALYMPIC</p> <ul style="list-style-type: none"> • JA said that this was not quite as straightforward and is based on the BWF qualification process. • An initial list will be published and selection will be from this. There will then be further lists from which more athletes can be selected, based on ongoing qualification (3.1 of selection process) • 4.1 – there will be 4 voting representatives not 3, maybe someone with Para expertise outside badminton. ACTION JA GF said that maybe different sports could utilise people with para experience on their selection panels. • After discussion, it was agreed that point 5.1 should stay as it is. • 2.2 (b) take out the word 'with' ACTION JA • Board approved subject to the amendments above. • JA to recirculate ACTION JA <p>APPEALS PROCESS</p> <ul style="list-style-type: none"> • The Paralympic Appeals Process needs the same amendments as the Olympic Appeals Process. Badminton England should be changed to GB Badminton. ACTION JA • GF queried 'fast appeals'. JA explained that this is because of the secondary dates of selection. There will only be a 24 hour turn around period instead of the usual 72 hours. • Board approved subject to the amendments above. • JA to recirculate ACTION JA

	<p>JA explained that the selection policies and appeals processes are approved as draft and then sent to the BOA and BPA before being accepted formally.</p> <p>As there is an urgency to get this published, SB said that they could be approved by email.</p> <p>ACTION SB</p>
5	FINANCE UPDATE
5.1	<ul style="list-style-type: none"> • MB presented the Finance Update which was included in the PD Report.
5.2	<p>BGB Accounts:</p> <ul style="list-style-type: none"> • Account stands at around £3,000 • £6,000 grant to be drawn down ACTION JN/MB
6	RISK REGISTER
6.1	<ul style="list-style-type: none"> • MB presented a draft Risk Register based on the format utilised by Badminton England. He presented an initial list of five risks, which were discussed by the Board, and all agreed to be relevant. GF suggested some additional risks around selection, finance and the responsibilities of the Lead Home Nation, which were also discussed; and it was agreed that Mark should add these to the Risk Register. • ACTION: MB to update the risk register, add mitigating factors and circulate a draft for further comments, with a thorough review to take place at the next Board meeting.
7	GOVERNANCE
7.1	<ul style="list-style-type: none"> • It was agreed to review the GAP analysis after the following four items.
7.2	<ul style="list-style-type: none"> • The Diversity Action Plan was approved.
7.3	<ul style="list-style-type: none"> • The tabled revisions to the Articles were approved. The four Member Directors signed a copy of the amendments.
7.4	<ul style="list-style-type: none"> • Draft Terms of Reference were discussed and DB tabled a number of additions and minor amendments. Subject to these changes the Terms of Reference were approved, and JN was asked to circulate an updated copy at her earliest convenience.
7.5	<ul style="list-style-type: none"> • The revised contact details were noted.
7.1	<ul style="list-style-type: none"> • The Board now reviewed the current state of the GAP analysis, noting that all items currently showing in red should be moved to black following the approvals above and the progress on the Risk Register. It was noted that UK Sport may consider that a number of areas were still a work in progress but it was felt that there was nothing substantial outstanding. There was a short discussion around stakeholder engagement, where the firm view of the Board was that our stakeholders are the Home Nations only and engagement with these is inherent in our Board structure. It was noted that the four Home Country Chief Executives and Chairs are now meeting on a regular basis, which was seen as a very positive way of ensuring on-going co-operation and collaboration.
8	AOB
	<ul style="list-style-type: none"> • There was no other business.
11	Date of Next Meeting

	<ul style="list-style-type: none"> It was agreed that the dates of the next three meetings in May, September and December should be arranged to take place in Milton Keynes between 1030 and 14:00. It was also noted that the suggested date of 22 May is now not an option as DB and AC will be travelling to the BWF AGM on that day. ACTION CH
	The meeting closed at 14:15

Appendix 2: Actions

Reference	Action	Responsible/Lead	Deadline Date	
4.1	British Para-Badminton Championships – submit proposed costings	JA	May 2019	
4.1	To put GB Para-Badminton Training Opportunities Proposal in place and to advise the number of shuttles that will be required	JA/RM	ASAP	
4.1	Advise outcome of Aspiration Fund for costs incurred 1/1/19-31/3/19	JA	January 2019	
4.1	Advise outcome of Kirsty Gilmour's direct support follow-up	KR	January 2019	
4.3	Approval of Paralympic & Olympic Selection criteria – amend BE to GB under 1.4	JA	ASAP	
4.3	Appeals process of Paralympic & Olympic selection – amend BE to GB throughout	JA	ASAP	
4.3	Changed nominated person to Chair of GB Board	JA	ASAP	
4.3	Under 4.1 of Paralympic selection criteria – change to 4 representatives instead of 3. Under 2.2 (b) remove the word 'with'.	JA	ASAP	

Reference	Action	Responsible/Lead	Deadline Date	
4.1	Recirculate Olympic and Paralympic Selection Criteria and Appeals Processes when amendments have been made. Publication of the selection criteria and appeals processes.	JA SB	ASAP	
5.2	£6k grant to be drawn down	JN/MB		
6.1	Update risk register as minuted	MB	May 2019	
11	Doodle poll to arrange dates of 2019 meetings	CH	ASAP	
	BOA Influencing - ongoing	Chair / Adrian Christy	on-going	
	Unfunded Sports update – on-going	Adrian Christy	On-going	