

Final Minutes: Badminton GB Board Limited Meeting

Thursday 26 September 2019 at The All England Room, National Badminton Centre



Board:	Stephen Baddeley (SB)	Chair and Independent Director
	Kelly Aston (KA)	Member Director (Badminton Wales)
	Derek Batchelor (DB)	Member Director (Badminton England)
	Christine Black	Member Director (Badminton Scotland)
	Jane M Nickerson (JN)	Company Secretary/Independent Director
	Kenneth Nixon (KN)	Member 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)	Accountable Officer
	Jonny Wynne (JW)	UKS Governance Officer
	Sue Wressell (SW)	Minute Taker (Badminton England)
Apologies:	Graeme Finch (GF)	Independent Director
	Keith Russell (KR)	Chief Executive, Badminton Scotland

1	WELCOME AND APOLOGIES FOR ABSENCE
	GF had apologised through SB that after changing the date to accommodate him, he was unable to attend. KR had been invited to the meeting but was also unable to attend. SW was welcomed to her first meeting as minute taker and administrative support and Carole Hanson was warmly thanked for her help over the last 1.5 years.
2	DECLARATIONS OF INTERESTS DB was working with the Badminton World Federation on Heritage and Museums. JN would recirculate the Declarations list again so Board members could check it was still accurate. ACTION JN
3	MINUTES OF THE LAST MEETING
3.1	<i>To receive and approve the minutes of the meeting held on 15 May 2019</i> <ul style="list-style-type: none"> The minutes of the meeting held on 15 May 2019 were approved. JA was asked to redact the minutes so that they could be published on the website. ACTION JA
3.2	<i>To consider matters arising from the minutes:</i> The following points were noted: <ul style="list-style-type: none"> Registering of GB Domain – AC confirmed that this route would be too expensive as all members would require licences for Office 365. Papers on Sharepoint or Dropbox – AC informed the Board that as there were some inconsistencies when using Sharepoint the BE Board of Directors folders would be moving to Dropbox to enable better sharing and reviewing of papers. It

	<p>was agreed that Dropbox would be used for the GB Board and SW would set this up. ACTION SW</p> <ul style="list-style-type: none"> • Aspiration Funding Agreement with Scotland – AC had spoken with KR about having an agreement between England and Scotland. AC had sent KR a paper with suggested wording and was awaiting a response. SW would chase KR the following week. ACTION SW
4	PERFORMANCE UPDATE
4.1	<p>Performance Update</p> <p>JA provided a presentation which included:</p> <ul style="list-style-type: none"> • World Championships • Para Badminton World Championships • MSP and Aspiration Funding • Qualification for Tokyo <p>A copy of the presentation would be circulated to the Board with the minutes and the following comments were made:</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] The recent British Championships had been hugely successful and 46 para-badminton players took part, 15 of whom had not been seen before, which was of positive significance for the future pathway. [REDACTED]</p> <ul style="list-style-type: none"> • Discussion was held on which Home Nation would host the next Championships. KA was asked if Wales would be in a position to do this and MB agreed to share the budget from the recent event with her. It was hoped the event could be run at cost neutral but a contingency of up to £2K might be required. ACTION MB/KA <p>[REDACTED]</p>
4.2	<p>To record any key points and actions arising from the morning Workshop.</p> <p>The following key points and decisions were made:</p> <ul style="list-style-type: none"> • <i>That we need to work within the constraints created by badminton's current political structure (ie badminton is a Home Country led sport and creating a GB structure necessitates the complexity of four Home Countries NGBs working together in an agreed Governance framework with a degree of independent involvement).</i>

	<p>[REDACTED]</p> <ul style="list-style-type: none"> • <i>There should be greater alignment of the HC talent structures in areas such as;</i> <ul style="list-style-type: none"> ○ <i>Coach education</i> ○ <i>Tournaments</i> ○ <i>Terminology</i> <p><i>The four HC CE's and Chairs should continue to meet regularly and push forward joint working</i></p> <ul style="list-style-type: none"> • The slides presented in the morning would be circulated with the Minutes. ACTION SW • MB had recorded all of the questions from the Workshop that would be put to UK Sport during the funding consultation process. ACTION MB
5	FINANCE UPDATE
5.1	BGB Accounts <ul style="list-style-type: none"> • The payment from Badminton England will be included on the next set of accounts as it was received following the month end of the presented accounts. The accounts were noted.
6	GOVERNANCE
6.1	<p>To receive an update</p> <p>JW provided an update and the following points were made:</p> <ul style="list-style-type: none"> • The GB Board would not be required to undertake an external assurance review of the Code until next year. • UK Sport were looking to hold 2-3 workshops per year, at no cost and GF had already signed up to one of these in January on the role of the Independent Director • UK Sport was keen to work with NGBs on their organisational health, not just as part of the Code as this would form part of the due diligence within the submission for the Paris cycle of funding. JW confirmed that the due diligence would be based on the lead Home Nation but would cross to the GB Board also. • An annual compliance statement of the Code was required by Sport England but JW confirmed that this was not a requirement of UK Sport. They did, however, have a template document which he would share with JN. ACTION JW
7	RISK REGISTER
7.1	<p>The Risk Register was reviewed and the following points were made:</p> <ul style="list-style-type: none"> • MB had re-ordered the risks such that they are grouped by type • Rather than grading, figures had been included to show the financial impact of a risk • Mitigations should reduce the scores and this had been updated • The Register should be periodically reviewed and it was agreed that this should take place approximately every six months at every other quarterly meeting, with the next review at the May 2020 meeting. • Any important risk would be brought back to the Board sooner. • MB was thanked for his work on the Register which was clear and user friendly.

8	AOB There were no items of AOB
9	Dates of next meetings: <ul style="list-style-type: none"> • Wednesday 22 January 2020, 10:30 – 13:30 in Milton Keynes • Thursday 7 May 2020, 10:30 – 13:30 in Milton Keynes
	There being no other business, the meeting closed at 2.30 pm

Appendix 2: Actions

Reference	Action	Responsible/Lead	Deadline Date
Item 2	JN to recirculate the Declarations list for all to review	Jane Nickerson	
Item 3.1	JA to redact the Minutes of 15 May 2019 and pass to SW to publish on the website	Jon Austin	Completed
Item 3.2	SW to set up Drop Box and invite GB Board members to have access	Sue Wressell	Completed
Item 3.2	SW to chase KR about the SLA sent to him by AC	Sue Wressell	Completed
Item 4.2	SW to send out slides with the Minutes	Sue Wressell	Completed
Item 4.2	MB to ask questions raised at the Workshop to UK Sport during the funding discussions	Mark Beecher	
Item 6.1	JW to share UK Sports Annual Compliance Statement template with JN	Jonny Wynne	ASAP