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| Minutes: Badminton GB Board Limited Meeting Thursday 9th June 2022 Blended meeting – NBC and Teams 10:30-14:00 Main Board | |  |
| Board and invitees: | Stephen Baddeley (SB) | Chair and Non-Executive Director |
| | Sue Storey (SS) | Accountable Officer & CEO Badminton England |
| | Priya Guha (PG) | Non-Executive Director |
| | Graeme Finch (GF) | Non-Executive Director |
| | Morten Frost | Performance Director (Item 4 only) |
| | Mark Beecher (MB) | Head of Performance Operations, Badminton England |
| | Amanda Fry (AF) | Performance Team Support (minute taker) |
| Joining via Teams | Stephen Farrow (SF) | Company Secretary/Non-Executive Director |
| | Derek Batchelor (DB) | Director (Badminton England) |
| | Christine Black (CB) | Director (Badminton Scotland) |
| | Kelly Aston (KA) | Director (Badminton Wales) |
| | Ken Nixon (KN) | Director (Badminton Ireland, Ulster Branch) |
| Apologies: | | |

| | Topic |
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| | <p>1. WELCOME AND INTRODUCTIONS</p> <p>1.1. SB welcomed everyone to the meeting especially Sue Storey & Morten Frost to their first meeting. There were no apologies.</p> <p>1.2. SB advised that Johnny Wynne, our governance contact at UK Sport, is leaving tomorrow and we are waiting to hear if he will be replaced.</p> <p>1.3. There is one additional item for the agenda ‘Paris 2024 Paralympics GB Team Leader role’ which needs to be appointed by tomorrow and which will be discussed under AOB.</p> <p>1.4. SB advised that this meeting is being recorded for help with the minutes.</p> |
| | <p>2. DECLARATIONS OF INTERESTS</p> <p>2.1. DB advised that he had been a Scrutineer for the AGM of the BWF (Badminton World Federation).</p> <p>2.2. KA advised that Jon Austin is still working with Badminton Wales which is coming to an end shortly.</p> <p>2.3. CB is still involved with Badminton Wales on a disciplinary panel</p> <p>2.4. There were no other declarations of interest.</p> |
| | <p>3. MINUTES OF THE LAST MEEITNG</p> <p>3.1. To receive and approve the minutes of the meeting held on 31st March 2022. There were two sets of minutes distributed as one was with redactions</p> <p>For Accuracy</p> <p>3.1.1 page 1 item 3.2 – last word ‘received’ should be ‘approved’</p> <p>3.1.2 page 3 item 5.1(iii) – it was suggested 4 as a minimum target</p> <p>3.1.3 page 3 Item 5.2(iv) – add in ‘and have an explicit acceptance from athletes participating in the programme of the selections procedure’</p> <p>3.1.4 page 4 Item 5.4 – MR is Mike Robinson, Chair Badminton England</p> <p>3.1.5 page 4 item 5.4 – ‘Non-Executive position’ should be ‘Non-Executive Director’</p> |

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| | <p>3.1.6 page 5 items 5.8 & 5.9 – Becky should be Becky Bailey, Badminton England’s approved classifier (qualified physio)</p> <p>3.2. Matters Arising</p> <p>3.2.1 page 1 item 3.5 – PFB signed the MOU at the last meeting which DB should have signed. This has subsequently been done and the appropriately signed MOU and LHN Agreement are attached to these minutes.</p> <p>3.2.2 Home nations to put a link to the minutes on their websites</p> <p>3.2.3 page 2 item 3.7 – SS will check with BE that this has happened</p> <p>3.2.4 page 2 item 3.8 – it is ‘Principals of Operating rather than ‘Codes of Conduct’</p> <p>3.2.5 page 3 item 5.1(ii) – Leadership Review ongoing</p> <p>3.2.6 page 4 item 5.2(v) – Cost implications of legal representations with the BOA- Action MB</p> <p>3.2.7 page 5 item 5.9 – MB has had conversations on the research into SH6 category</p> |
| | <p>4. PERFORMANCE</p> <p>4.1. Performance Update Report – paper circulated with the agenda</p> <p>4.1.1. Pulse survey conducted every other month with players and teams</p> <p>4.1.2. GF asked about two items in the table which are not progressing as fast as others. MB advised some parts are dependent on the progress and success of others.</p> <p>4.1.3. PG asked about the discounted rate and was it extended to staff? MB advised that staff already get the discounted rate.</p> <p>4.1.4. A couple of responses have pulled us back slightly and the comments are being dealt with.</p> <p>4.1.5. General training environment is much more positive with the players who more open with each other and with staff.</p> <p>4.1.6. Looked at player relationships with the coaches and will review the five agreed principles at the end of this month which will be used in everyday behaviour</p> <p>4.1.7. MF confirmed environment is good with a good atmosphere – need to establish a guideline for players supporting GB players at tournaments and he proposes a set of rules for representative events and other rules for open events.</p> <p>4.1.8. CB asked about support services for players until new appointments start? MB advised that the English Institute of Sport provides the Strength & Conditioning for the para-badminton squad and is also supporting the programme at the NBC so all players have had their individual programmes written and are working towards them.</p> <p>4.1.9. MB advised that the induction process has been finalised for the Multi-Disciplinary Team (MDT) for when they start which will be between 20th June and 8th August.</p> <p>4.1.10. DB asked that in 3.6 of the Report, paragraph 3, there are some words missing. Action: MB will look into this and correct</p> <p>4.1.11. DB suggested a Glossary of Terms. Action: MB will provide to Board</p> <p>4.2. Walk the Floor Exercise – update – Terms of Reference for Player Reps MB circulated the Terms of Reference for the group and the nominations that have come Forward. Eligible players are the senior podium or academy players. Induction training has been arranged for them through UK Sport.</p> <p>A number of concerns, ideas and questions were raised about the Terms of Reference as summarised below.</p> <p>Athlete Rep Group Membership:</p> <ul style="list-style-type: none"> • Who appoints them and is there a maximum term? They have to be representing other players and not just themselves – Action: MB will add that |

- Who gives notice if meetings are consistently missed – who is responsible for the Group? MB advised there is no chair for the group. **Action: MB will look into this.**
- There is only one Para-Badminton Representative at present but with the ambition that we will have one male and one female representative once squad numbers increase (currently 5 with only one female).

Athlete Rep Group Meetings:

- The minutes should be shared with members – what is the definition of members. **Action: MB will look into this**

- The following acronyms were clarified:

BAC is British Athlete Commission

PLA is Player Lifestyle Advisor

SMT – Senior Management Team

- PG suggested having something saying non-attendance or non-engagement for a player representative can result in deselection. **Action: MB will look into this**
- SF suggested a job description setting out the expectations would be important.
- CB asked if it should be appointed representatives from the GB World Class Programme or |England as well? MB advised that the title should change to 'GB and England' as it is collectively looking at the NBC environment. **Action: MB will make the change and circulate a revised version with his monthly report.**

4.3. Operation Plan - MB has done an outline draft based on previous comments which will be taken to the Technical Advisory Group and he hopes to have a paper circulated by the September Board Meeting for comment – this will cover the period 1st October 2022 to 31st March 2025 (current funding period). **ACTION: MB to provide paper**

4.4. Pathway Prospectus – comments have been taken on board and it has been slimmed down to weblinks and will be circulated to home countries for their websites. UK Sport is happy with the direction.

4.5. MF congratulated Scotland for an excellent performance at the European Championships in Madrid where they achieved two silver medals in LS and MD.

4.6. EYOG update – NT had submitted a report which was attached with the agenda.

4.6.1. Selection panel had sat and the No.1 female and male were selected

4.6.2. Emails were sent out asking them to accept the nomination to go forward within 24 hours as per selection policy. After numerous emails and phone calls we have still not heard anything back from the female player and response needs to be with BOA tomorrow although we have got an extension to 14th June 2022.

4.6.3. The proposal is to deselect the No. 1 female player and select the No. 2 player was agreed (but see below).

4.6.4. MB will look into why we could not get hold of the No. 1 female by trying to contact a coach or playing environment **Action: MB to follow up**

4.7. NB: Before the deselection could be actioned, the female player responded to contacts and has confirmed her place

5 GOVERNANCE

5.1 GB Badminton and Badminton England relationship and responsibilities –

- 5.1.1 SB had received some feedback from Board Members and had a further conversation with the chair of BE.
- 5.1.2 BE has appointed a Director to act as its performance lead
- 5.1.3 SS has been appointed Accountable Officer
- 5.1.4 SB will attempt to ensure appropriate communication which will be facilitated by the two posts referred to above.

5.2 Review of Diversity Action Plan – PG's presentation was shared on the screen.

- 5.2.1 Statement of intent which will be translated into a Value Statement – “GB Badminton is striving to create an inclusive workplace where everyone feels valued and respected because of their difference – a place where every player and employee can be themselves so they can reach their potential and help us together achieve sporting success”
- 5.2.2 PG suggested it needed to be modernised and easy to navigate
- 5.2.3 Focuses on everything from culture, environment and social governance responsibilities which is about engagement internally and externally.
- 5.2.4 A gender diverse board is supposed to perform 25% better and if you have a board with diversity from a minority ethnic perspective it will perform 36% better.
- 5.2.5 The Code of Conduct for Sports Governance has just been revised and sets out a number of items that organisations need to be considering in relation to Diversity and Inclusion.
- 5.2.6 The headings in the Code of Conduct are: Structure, People, Communication, Standards & Conduct, Policies and Processes.
- 5.2.7 Areas that GB Board are focussing on are: Governance, Recruitment & Welfare, Transparency, Trust & Integrity and Socio-Environment.
- 5.2.8 UK Sport is also looking at metrics and measurements which will be around how Badminton England implement their own Diversity Plan and PG & SS need to work together. **Action: PG & SS to set up meeting and collaborate to get plans that are consistent**
- 5.2.9 UK Sport has a contract with Perrett Laver to support diverse recruiting and there is a specific requirement that a Board member is appointed to take responsibility for welfare of employees and players.
- 5.2.10 Agree main core items stemming from the Code of Conduct for Sports Governance then set out items we need to be doing under those categories.
- 5.2.11 Need to agree what GB Board has responsibility for in the plan.
- 5.2.12 PG asked for views on the principles and ideas we need to incorporate into the plan
- 5.2.13 MB advised that GB Badminton is due its BDO independent assurance review (governance and finance) jointly with Badminton England and as part of this we can look to clarify what the GB Board can directly manage and what the Lead Home Nations will manage.
- 5.2.14 SS advised that BE has appointed an EDI Manager and will get her involved with this **Action: ALL - Board to go back to PG with their ideas**

5.3 Disciplinary jurisdiction – SF's paper was circulated with the agenda.

- 5.3.1 SF advised that it looks like a simple solution to outsource the decision making in disciplinary proceedings to the Home Nations but this requires more thought and consideration.
- 5.3.2 There are two options: one to go with DB's proposal that we delegate to Home Nations and step away from responsibility or support SF's proposal with the approach of retaining responsibility in certain clearly defined areas but we would need more work on the mechanism for doing that.

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| | <p>5.3.3 KN happy to support SF’s proposal and will speak to Sports Resolutions to get their views. Action: KN to get advice from Sports Resolutions and report back to SB</p> <p>5.3.4 GF thinks we do have some responsibility at GB Board level.</p> <p>5.3.5 SB concluded after discussion that the majority view is that GB board does have some responsibility in this area.</p> <p>5.3.6 SS will ask around other sports as well.</p> <p>5.3.7 SB/SF/SS/KN will pull together some thoughts and come back to the board with some proposals. Action SB/SF/SS/KN will come back to the board with some proposals</p> <p>5.4 Role of Chair – GF paper was circulated with the agenda</p> <p>5.4.1 GF advised that this arose when a review of the Chair’s performance was carried out last year as there was nothing in place that defined the role of the chair</p> <p>5.4.2 GF had discussed the paper with SB who accepted all the points but it now needs to be formally approved by the Board</p> <p>5.4.3 PG suggested making it more explicit to uphold the values and standards as an individual and figurehead of what the organisation stands for – this was agreed. Action: GF will update the paper and circulate a final copy to Board</p> <p>5.5 Risk Register – Paper was circulated with the agenda</p> <p>5.5.1 SB, PG & MB had reviewed and updated the Risk Register. MB has added in a ‘Comments’ section to highlight where there have been changes and has separated Olympics and Paralympics in terms of medal targets and financial issues. All were comfortable with the format. Action: SB, PG, GF & MB will review prior to the next meeting</p> <p>5.6 Para Badminton TAG -update</p> <p>5.6.1 MB advised the meeting last Friday has been postponed until Tuesday next week.</p> <p>5.6.2 Focus of the meeting is to understand the individual Home Nations work around the Para programme.</p> <p>5.6.3 MB advised we are in receipt of Badminton Europe funding for this coming year to host a series of performance development camps with the first one in July.</p> <p>5.6.4 The forthcoming TAG meeting will determine the programme and attendees for the next 5 camps Action: MB will update his monthly report with the outcome rather than wait until the GB Meeting in September</p> |
| 6 FINANCE | <p>6.1 Finance Paper – Q3 update</p> <p>6.1.1 MB has produced a more detailed quarterly update with a new format that he had worked on with GF. All agreed the new format worked well</p> <p>6.1.2 GF advised that it still needs a Year-to-Date v Actual to be included. Action: MB will add in headline year to date</p> <p>6.1.3 Referring to item 6 - Structure and Investment, CB queried what is the full time equivalent – MB advised that full time is 5 days and 0.6 is 3 days.</p> <p>6.1.4 MB advised that overheads are fixed to be consistent with the original forecast. The overhead fee are the core services that have been agreed with Badminton England which is averaged over the four years.</p> <p>6.1.5 PG asked why there is no funding towards People Development for 2023/24 and 2024/25. MB advised we are getting much more assistance from UK Sport in this area and don’t need to buy in services.</p> <p>6.1.6 KA asked why there are no costs against Domestic and International training. MB advised Domestic Training sits under ‘Centres’. and there has not been any international training recently or planned.</p> <p>6.1.7 SB said that the charge for using the NBC seemed rather low.</p> |

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| | <p>6.1.8 MB advised we have received a grant from UK Sport for solar panels to be put on the badminton hall roof.</p> <p>6.1.9 Regarding energy costs, BE is in a fixed contract with an energy supplier for another two years and the lights are due to be changed in the hall which will reduce usage.</p> <p style="text-align: center;">SS left the meeting at 2.00 pm</p> <p>6.2 <u>Filing of 2021 Accounts - Update</u></p> <p>6.2.1 SF has no update on the possible fine and will chase HMRC again. Action: SF to chase re possible fine.</p> <p>6.2.2 SF will sort out electronic payments with Nat West. Action: SF to sort out electronic payments with Nat West</p> |
| 7 | <p>ANY OTHER BUSINESS</p> <p>7.1 GF advised from a Board expenses perspective the mileage rate does not reflect the cost now of travelling to meetings. The current rate taxable allowance is 0.45p. Action: GF will put together a proposal of what it should be and send to SB for Board approval</p> <p>7.2 MB advised that the European Games in Krakow next year will form part of the qualification process. A GB Selection Policy for this event will be needed. Action MB to draft European Games Selection policy.</p> <p>7.3 MB advised that the Olympic Qualification Standards has just been released so he is now in a better position to draft the first circulation of the Olympic Selection Policy and have that signed off by the end of November so it can be published. The IPA has not published their Qualification Standards yet and it is thought that won't be done until October. Action MB MB left the room</p> <p>7.4 Paralympics GB Team Leader roles SB asked for approval for MB to be appointed as team leader for the Paris Paralympic Games. All agreed to this appointment.</p> |
| 8 | <p>DATE OF NEXT MEETINGS:</p> <p>8.1 Thursday 15th September 2022 (PG has now a clash for this meeting and sends apologies)</p> <p>8.2 Thursday 8th December 2022</p> |
| 9 | <p>2023 Meeting dates</p> <p>Thursday 23rd March 2023 Wednesday 22nd June 2023 Thursday 28th September 2023 (Sheffield) TBC Wednesday 29th November 2023</p> |
| 10 | <p>ITEMS TO CARRY FORWARD</p> <p>No additional items to those actioned above</p> |

Meeting finished at 2.10 pm