### 23 June 2016



# SUMMARY OF KEY MATTERS DISCUSSED BY THE BOARD OF BRITISH CANOEING AT THE MEETING HELD ON SATURDAY 4TH JUNE 2016, AT THE NATIONAL WATER SPORTS CENTRE, HOLME PIERREPONT, NOTTINGHAM, NG12 2LU.

### AGM MINUTES

The minutes of the 2016 AGM were reviewed and agreed as an accurate record. They would be approved at the AGM in 2017. It was agreed that the minutes should be shared as draft minutes on the website as soon as possible.

### SPORT ENGLAND FUNDING

We are now approaching the end of this current 4 year funding cycle (March 2017). British Canoeing will submit its new funding submission to Sport England within the next few months. Work is in progress and on track to develop this. It is planned to develop our own British Canoeing Strategy and then to submit for funding to Sport England in areas which overlap with our own strategy. Sport England funding will be available to support core functions of governing bodies, but their strategy has moved to have a greater focus on encouraging inactive people to become active and a wider range of organisations are likely to be funded. The funding to Sport England will remain the same and so it is most likely that NGBs will receive less funding in this cycle.

It is planned that the funding application will be submitted in September and will be presented to the next meeting of the Board of British Canoeing in August.

### 4 YEAR STRATEGIC PLAN 2017-2021

Work is progressing and is on track to develop the 4 year strategic plan for British Canoeing. Regional consultations are being well received, well attended and providing lots of positive contributions and ideas for improvement. A draft of the next 4 year strategy will be presented to the Board in August and be circulated for further consultation in September 2016. It is still planned that the final draft will be presented to the Board for approval in December 2016.

# INTERNATIONAL REPRESENTATION AND INFLUENCING STRATEGY

The first draft of this strategy will be presented to the Board in August. Disciplines have recently been invited to make nominations for positions within committees of the European Canoe Association (ECA) and International Canoe Federation (ICF). These nominations will be considered by the Board before being submitted to the international Federations.

### **MAJOR EVENTS STRATEGY**

A report was considered which outlined the benefits and rationale for British Canoeing hosting international events. An International Events Strategy for the next 8 years will now be further developed in consultation with discipline committees, home country governing bodies and potential funding partners. This will seek to include events in a range of disciplines and in locations throughout the UK. This will be considered by the Board in August or October 2016. It is intended to secure events from 2019 onwards.

# THE COMPETITION AND EVENT STRATEGY GROUP

The Competition and Event Strategy Group (CESG) had met recently and agreed actions that now need to be considered by the Board, the discipline committees and within the meeting of the Chairs of committees in July. It is not intended that this group should meet again as it has now achieved its purpose. The Board and discipline committees now have actions to consider regarding the delivery and development of competitions, events and championships over the next few years and will be encouraged to do so.

### **COMPETITION DATA AND DATA PROTECTION MATTERS**

Matters were discussed around competition organisers having accurate membership data and the application of data protection and management protocols across the organisation including competition disciplines. It was agreed that these matters needed to be discussed within the meeting of discipline chairs in July and further considered by the Board in the near future.

### **STAFF STRUCTURE CHANGES**

Changes to the staff structure had now been completed and notices of redundancy served to two members of staff. Recruitment for the new posts was underway and should be completed by end of June. These changes had been introduced according to plan and without increasing staff costs.

### DATABASE

Work continues around the development of the database and web site. Significant improvements have been made in both aspects, but more work is still required. The digital strategy is to be further developed and presented to Board by October 2016.

### ACCESS & WATERWAYS

The Board considered the ongoing discussions with the Angling Trust around the shared use of the rivers and waterways. A full report is to be presented to the next meeting of the Board.

### **FINANCE**

It was reported that income is down against budget, largely due to membership not achieving budget figures in the first four months. This has now stabilised with April and May membership income achieving budget target. Costs are being saved in other areas to mitigate the reduction of income and the budget remains on track to break even as planned at year end.

### FACILITIES AND OCCUPATIONAL SITES

It was noted that British Canoeing currently manages, owns or leases 17 facilities and occupational sites across the country. A report presented the management detail of each site including lease, insurance and risk management arrangements. The Board requested that further detail is presented by October 2016.

### THE GOVERNANCE POLICY

The Governance Policy was presented to the Board for approval. This policy outlines the reserved powers of the Board and the responsibilities of the CEO. It also includes the detail

around such matters as the processes for appointment of directors, conduct and review of directors, the powers and responsibilities of the three committees of the Board etc. It was noted that this policy aligned British Canoeing with the new UK Charter of Sports Governance.

The Board agreed the next step was to scope a review of the committee structure within British Canoeing, which would be undertaken during the next 12 months. This is intended to ensure clarity around the roles, responsibilities and accountabilities of each committee within the structure. This review is to be discussed with the Chairs of discipline committees in the next few weeks.

The Board discussed the terms of current Board appointments. It was noted that there was some imbalance in the dates of appointment and retirement of directors and it was desirable to have similar numbers of directors retiring each year. This matter is to be considered in more detail at the next meeting of the Board.

### **SAFEGUARDING POLICIES**

The revised Safeguarding policies were approved by the Board.

### DATE OF NEXT BOARD MEETING

27 or 28 August 2016

END