



ENGLAND BOXING LIMITED BOARD MEETING

DATE: Tuesday 13th June 2017

9 Bedford Row, London, WC1R 4AZ

Time: 10:00 – 17:00

<p>Item 1</p>	<p>Present Attendees: - C Hobbs (CH) Chair, T Okkuniwa (TO), M. Loosemore (ML), H Lissenden (HL), M Norford (MN), G Brugnoli (GB), L Selby (LS), D Chapple (DC), A Patel (AP), P Beard (PB), L Norris (LN)</p> <p>G Jenkins (GJ) - CEO D Thorley (DT) – Head of Operations L Mayo (LM)- Secretariat</p> <p>Invitees Chris Colby (CC) – Sport England,</p> <p>Apologies - Gerry Willmott</p>	<p>I = Info D= Decision A= Action</p>
<p>Item 2</p>	<p>Declaration of Interests CH – GB, ML – GB, AIBA, EUBC, MN – EUBC - GB – EUBC, AIBA - DC, EUBC</p> <p>New Boxing Director Liz Norris introduced herself to the Board and an overview of the Gerry Willmott was given.</p>	<p>I</p>
<p>Item 3</p>	<p>Minutes of Last meeting</p> <p>Minutes reviewed, considered and approved.</p> <p>There were no matters arising not covered elsewhere in the agenda.</p>	
<p>Item 4</p>	<p>Chairman’s report</p> <p>CH welcomed the new CEO Gethin Jenkins and gave an overview of the recruitment process which involved recruitment consultants Odgers.</p> <p>CH thanked DT and the EB office team for the safe guardianship of the organisation over the last few months.</p> <p>CH gave an overview of the EGM, which is to be held on Friday 16th June 2017. A request was made to encourage as many members to attend.</p> <p>From the Chairman’s report, the following items were discussed;</p> <ul style="list-style-type: none"> • Elite finals – It was agreed that a comprehensive competitions plan including, venue proposals would be available for the next meeting. • Subcommittee structures - It was agreed to consider the establishment of a specific competitions subcommittee. • Update on Ed Bilbey - It was confirmed that the coroner’s report had not yet been published. Once this report is published then England Boxing will complete an EB investigation and report back to the Board. • On the ropes charity – A charity specifically set up to support Grassroots boxing 	

	<ul style="list-style-type: none"> • Event cancellations - An update on the claims for compensation resulting from the moving of the Elite finals was presented to the Board. It was confirmed that following legal advice no compensation would be paid in this regard. • Commercial manager. It was confirmed that the Commercial manager would no longer be on the payroll however would, where appropriate, still act in an introducer capacity. • A discussion was held regarding the appointment of a Deputy Chairman. It was Agreed that TO would be appointed as Senior Independent Non-Executive Director/Deputy Chair. <p>TO reported that she is keen to help the organisation move forward and make the Board meetings more effective.</p>	
Item 5	<p>Head of Operations and CEO report</p> <p>DT presented his report outlining key areas.</p> <p>GJ introduced himself in full and advised that he is keen to support the staff and the organisation to move the sport forward.</p> <p>GJ discussed the Governance code and the timeline to achieve the October deadline.</p> <p>It was agreed that GJ should work on the code to confirm delivery timelines and allocate Board or staff members to specific projects to complete the work ahead of the overall deadline of 31st October and in line with the requirements of Sport England.</p> <p>The Board further agreed that EB is committed to achieving the overall aims of the Governance code and reaffirmed its commitment to meeting the minimum target of 33% female representation on the board and to fully support BME diversity targets set out by Sport England and that they will fully consider these points when Board positions become available.</p>	
Item 6	<p>Risk Register</p> <p>DC overviewed the Risk Register.</p> <p>The following items were raised;</p> <ul style="list-style-type: none"> • Subcommittees should feed in to Risk Register after every meeting • Anti-doping was trialled at the Elites successfully • Risk owners need to be clearer • Items should be reviewed and actioned accordingly • 5 major risks should be reviewed and dealt with before next Board meeting 	<p>A</p> <p>A</p> <p>A</p>
Item 7	<p>Finance update</p> <p>AP overviewed the finance update.</p> <p>The following actions and approvals arose;</p> <ul style="list-style-type: none"> • With the appointment of the new CEO a new budget to be produced in order to be confirmed at August Board meeting including a detailed budget for the each of the competitions including the proposed finals venue. 	<p>A</p> <p>A</p>

	<ul style="list-style-type: none"> • In order to meeting timelines for submitting audited accounts to Companies House, it was confirmed that the same auditors should be reappointed for the audit of the 16/17 accounts. • It was further confirmed that a tender process should be held for the audit of the next three years of accounts – Approved • GJ approved to have CEO sign off amount and become signatory on bank account 	A
Item 8	<p>Strategy update</p> <p>DT gave a full update on the Strategy which had been built on the work conducted by the Board at a planning day held in May with consultants, Renault / Nissan.</p> <p>It utilises the Sport England VMOST system (Vision, Mission, Objectives, Strategies and Tactics).</p> <p>It was agreed that the strategy should be straight forward, using clear language, with emphasis on increased support to the clubs and membership. It was confirmed that the strategy would be made publicly available.</p> <p>The timeline of Strategy to be submitted to Sport England is as follows;</p> <ul style="list-style-type: none"> • Board to feed back by 16th June • Leadership team to meet and input in to strategy by 21st June • Finance input to be completed by 4th July • Copy of Strategy and Whole Sport Plan to be sent to Board by 7th July for approval • Formal submission of Whole Sport funding plan to SE by 21st July 	
Item 9	<p>Talent and Performance update</p> <p>England Pathway</p> <p>DT overviewed the ET update to the Board, the following points/issues were highlighted; -</p> <ul style="list-style-type: none"> • Contractual outcomes update • Leadership update • International Competition update • Pathway update • System update • Budget requirements from EB • Staffing <p>It was requested to look at the notice periods of the coaches.</p>	
Item 10	<p>Commonwealth Games</p> <p>DC gave an update of the Commonwealth Games.</p> <p>The following items were approved;</p> <ul style="list-style-type: none"> • Selection process detailed and agreed. It was confirmed that this would be published. 	A

	<ul style="list-style-type: none"> • It was explained that there was a possibility of increased places being allocated to Women's boxing at the expense of the Men's competition. When the allocation is confirmed an update will be presented to the Board. • It was confirmed that in going forward, Clubs would receive a letter of thanks and recognition, alongside a picture from the international event, for providing the outstanding boxers for the Talent and GB events. 	
<p>Item 11</p>	<p>Recommendations</p> <p>All reports and recommendations have been circulated to Board ahead of meeting for review and consideration. The following recommendations were discussed;</p> <p>Technical & Rules</p> <ol style="list-style-type: none"> 1. Flowchart of Emergency procedures including a communications plan to be developed, detailing who is responsible for what during emergency incidents which may occur at events and be circulated by regions – <p>Approved in principle; policy to be developed following publishing of the coroner's report and by liaising with relevant bodies including GB boxing.</p> <ol style="list-style-type: none"> 2. A fee of £500 to be paid to Hull and Haringey Box Cups as a contribution to costs of officials' upgrades – <p>Approved LM to liaise with organisers to arrange invoice to be sent to EB</p> <ol style="list-style-type: none"> 3. A proposal for a Golden Keys concept for events was made. <p>Agreed to look at this concept including numbers and revenue implications as part of the competitions review.</p> <p>Medical</p> <ol style="list-style-type: none"> 1. The electronic record system on The Vault roll out plan to be developed and communicated ahead of release – LM and Hannah McLafferty to arrange 2. Blazer badges for subcommittee doctors to be investigated by LM and determine if doctors should pay for their own <p>HR, Legal and Compliance</p> <p>No recommendations</p> <p>Clubs, Membership and Development</p> <ol style="list-style-type: none"> 1. It was proposed that the Boxing Advisory Panel is to disband and be replaced by the regional roadshows, regional secretary and registrar event in Autumn and two geographical member forums – <p>Agreed; after further investigations on the replacement meeting formats – These could be Roadshows, Workshops, Secretary and Registrar focus forums</p> <ol style="list-style-type: none"> 2. Proposed and approved; that ahead of submission to the Board where relevant consultation must take place though the executive and subcommittees to ensure all factors including finance, staff workload and timelines are fully considered. 3. Fund for membership events and SC developments – MN to prepare list of requirements and costs for consideration. This list such should detail all aspects 	

	<p>which the CMD Subcommittee would like funding (Roadshows, Workshops and any SC development)</p> <p>Coaching</p> <ol style="list-style-type: none"> 1. Chair to approach AIBA for England to host two 1-star coaching courses each year – Agreed chair to report back to Board on findings 2. Coach Education Administrator required to support Coaching, Education and Events – Agreed 3. Coaches to wear different coloured ID Cards based on level of qualification – Agreed to start in 2018 season to avoid confusion in current season 4. England Boxing to run own First Aid courses – Agreed, Tom Gilbert to investigate and arrange 5. Events/Talent to train a small number of cut men – Agreed, TG to investigate <p>Audit</p> <p>Considered during finance report to the Board.</p>	
<p>Item 12</p>	<p>Re-joining England Boxing</p> <p>It was agreed that pending firm determination of our legal position as regard membership eligibility and T&Cs (LS), all clubs would be welcome to re-join EB from the Alliance (or other combat sports) but each application would be passed by the CMD SC (MN) for consideration before approval for office to complete registration process.</p> <p>Agreed; a paper to be produced confirming the process and then communication to be sent to regional secretaries and registrars.</p>	<p>A</p>
<p>Item 13</p>	<p>AOB</p> <p>It was reported that a meeting with representatives of the NABGC was to be held. It was agreed that a review of the original decision, including available correspondence to remove support for their competition and run an EB boxing competition would be made. The process after this would be conducted through the Chair following consultation with relevant representatives for the Board. It was confirmed this process would take place before the end of June so if required further consultation with the representatives of the NABGC could take place ahead of the new season.</p> <p>The Board then took part in safeguarding training.</p>	
<p>Item 16</p>	<p>Future meeting dates:</p> <p>Next Board meeting is Tuesday 8th August to be held in London.</p>	

Action Points from Meeting 13.06.17

Item	Details of Actions to be taken	Who by?	When by?
6	Subcommittees to feed in to Risk Register after every meeting	All	ongoing
6	Risk owner to be clearly identified	DC/LM	27 th July
6	Risk register to be reviewed and key risks to be identified and actioned	DC/LM/ GJ	27 th July
7	Events Subcommittee to be developed	CH/GJ	30 th August
7	Budget to be ready to be signed off at the August 8 th Board meeting	MS/GJ	27 th July
7	Update scheme of delegation and GJ to be added to bank accounts	LM	27 th July
10	Letter to be sent to clubs giving thanks and recognition, alongside a photograph from international events	DT/GJ	ongoing
11	Flowchart for emergency procedures to be investigated and developed	GJ/ LM/GB/ ML	27 th July
11	Invoices requested from Hull and Haringey Box Cup organisers to enable EB to supply £500 contribution toward officials upgrades	LM	1 st July
11	Golden Key concept to be investigated and reported to Board	GJ	27 th July
11	Communication to be circulated ahead of medical module release	LM/HM	27 th July
11	Blazer badges for doctors to be looked in to	LM	27 th July
11	Alternatives to replace the Boxing Advisory Panel to be investigated and reported to Board	MN	27 th July
11	List of requirements for funded membership events and CMD subcommittee development to be circulated to Board	MN	27 th July
11	Chair of coaching sc to approach AIBA to investigate running one-star coaching courses	HL	27 th July
11	Different coloured lanyards to show coaching levels to be ready for 2018 season	LM	31 st May 2018
11	First Aid courses and cutmen training to be developed	TG	27 th July
12	Communication to be circulated to Regional Secretaries and Registrars regard clubs returning from outside boxing organisations	LM	Ongoing