



**Minutes**  
**of the**  
**British Weight Lifting Board Meeting**

**Venue:** The Airedale Suite, Queen's Hotel, Leeds  
**Date:** Thursday 22 March 2018  
**Start:** 1.00pm.

**Present:** Peter Rowley (PWR), Ashley Metcalfe (AM), Malcolm Boyd (MB), Catherine Eastham (CE), Patrick Roberts (PR), David Knaggs (DK).

**In attendance:** Kath Leonard (KL), Mark Martin (MM), Tom Whittaker (TW).

**Leave of absence:** Michele Verroken (MV)

**1. General**

**1.1 Chairman's Welcome**

PWR welcomed all to the meeting, particularly KL attending her first meeting as Chief Operating Officer, declared the meeting quorate, outlined the key items of the agenda and reminded members that discussions at the meeting were confidential and none of the proceedings should be disclosed to third parties without prior written approval in accordance with the directors' code of conduct that all members had signed.

**1.2 Apologies**

Apologies had been received from Mike Irani (MI), Guy Taylor (GT) Kelly Sotherton (KS) Sarah Davies (SD), Ali Jawad (AJ).

**2. Declarations of Interest**

PWR reminded members of the need to declare their interest in any items for discussion or requiring a decision. PWR declared his membership of Sport England's Investment Committee. CE declared that she had been appointed an independent director of Skateboard England and undertook to update her register of interests.

**3. Minutes of the meeting on 7 December 2017 and matters arising**

The minutes of the Board meeting held on 7 December 2017 circulated previously, were agreed as read and approved for posting on the website.

Referring to item 9, PWR confirmed that we were compliant fully with A Code for Sport Governance.

The minutes of the telephone conference on 5 January 2018, circulated previously, including the Terms of Reference of the Commissioning Committee were **agreed as read and approved**.

#### **4. Decisions taken outside the Board Meeting**

PR reported upon the work of the Commissioning Committee, his meeting with Sport England, the frustrations around agreeing the scope and terms of reference, discussions with the independent reviewers and arrangements for interviews. Whilst grateful for the committee's work, the board expressed unanimous disappointment with the process, the disproportionate requirements of Sport England and stressed the need for appropriate feedback to Sport England upon conclusion of the task.

#### **5. Minutes and recommendations from sub-committees**

PWR invited the Chairs of each sub-committee updated the meeting.

CE reported upon the conference call meeting of 26 February 2018, noting that Sarah McCann had joined BWL on 26 February 2018 and was making progress in making up the shortfall in communications work, that the new website will launch shortly, and that Sport 80 will ensure GDPR compliance from a CRM and ecommerce perspective. We had received positive feedback received following the English and British Youth Championships, were exceeding Sport England targets regarding new coaches but not achieving commercial and partnership income targets due to staff shortages and capacity constraints. **It was agreed that** staff welfare needed to be balanced with meeting targets and that scoping deliverables should be scaled back accordingly. The Weight Lifters Supporters Fund (WLSF) has provided c £20k to BWL this year; talks are ongoing with WLSF as to what could be achieved if they provided further support. Brian Hammill has now stepped down from the charity's board. PWR undertook to write to him on the Board's behalf, thanking him for his outstanding contribution and wishing him well in retirement. As other partnership income is behind budget, work has started with ISC again and AM is to have increased input on commercial partnerships. **It was agreed** there is a need for a commercial pack for sponsors, particularly leading into the home Commonwealth Games in 2022.

PR reported upon the Audit and Finance committee meeting on 19 February 2018. MM had updated the committee on the latest forecasts for 2017/18 based on data up to December 2017 and the slightly lower forecasted surplus given Sport England withholding £10k of the 2017/18 grant because of underspend to date. The Committee considered two draft budgets: an ambitious plan based on achieving all financial targets agreed with Sport England and delivering a modest surplus; and a break-even budget. The committee recommended that the break-even budget is presented to the Board, taken under item 8b below. The updated risk register, with the addition of a new risk around GDPR compliance (including an action plan) was reviewed and recommended to the Board under item 10 below. MM and PWR had undertaken the tender process for external audit, following which **it was agreed to accept** the committee's recommendation to appoint haysmacintyre as auditors at a lower cost and for five years commencing 1 April 2018. The committee had also considered AM's consolidated list of all 53 current BWL policies that must be reviewed. The committee

reaffirmed the importance of updating the staff handbook. PWR volunteered to draft a prioritisation for updating the remaining policies for the June meeting.

In the absence of GT, AM reported that the Performance Committee would review the current BWL International Elite Strategy and objectives post the Commonwealth Games 2018 and bring a future draft strategy covering future Olympic weightlifting for both the GB and England teams without the benefit of UK Sport funding to the June meeting after discussion with a number of key stakeholders including the England Group.

#### **6. High performance and UK Sport Update/talent development**

TW reported upon the very satisfactory annual review of high performance by UK Sport that resulted in the award of an additional 2 assisted athlete places, reminded Board of our para-powerlifting mission and milestones, the excellent performances at the rescheduled World Championships that achieved mission despite the unavailability of top athletes, system and talent development and the forward 2018-19 calendar. Board complimented TW upon athlete performances and his report.

TW and AM gave an update on final preparations and the home nations' teams for the Commonwealth Games. AM commented upon the England Pathway Development and responded positively to questions about the role of the England Group, a meeting of which was scheduled for the end of April 2018 and the need to engage positively with masters lifters.

#### **7. Sport Development**

AM referred to his dashboard report circulated previously, welcomed the recruitment of KL and Sarah McCann and revised proposals to address partnerships, commercial and events targets. The safeguarding report, showing no incidents was noted. Our performance against Sport England targets was discussed and noted.

KL gave a report upon her initial impressions and the opportunities to clarify and simplify our membership and endorsed gym offers.

#### **8. Finance Matters and Update**

MM referred to the papers circulated previously and the summary slides in the PowerPoint presentation on financial performance for December 2017 and January 2018, highlighting the continuing better than budget performance and the reasons for the positive variance. The forecast to the end of March 2018 continued to indicate that the final outturn for the year would remain better than budget despite the shortfall on commercial and partner initiatives and the disruption to the operating plan occasioned by the departure of a staff member.

MM then presented a draft budget for the year commencing 1 April 2019. 2 scenarios had been presented to the Audit and Finance Committee on 19 February 2018, a 'stretch' and a 'break-even' and he outlined the assumptions used. The Board noted with concern the reduction of c£220k in Sport England's grant and the projected but stretching increase in other revenues to address the reduction. PR recommended on behalf of the Audit and Finance Committee the breakeven budget, **which was approved.**

## **9. and 11. Board Matters/CEO's Update**

AM referred to his report previously noted and of those matters not discussed previously confirmed that Weightlifting Scotland had completed the single agreement now effective from 1 January 2018, bring that organisation into British Weightlifting, as with Northern Ireland. He confirmed that we had nominated MI to serve on the CWF Executive Committee. The complaints' log was noted. The forward agenda circulated previously was noted.

## **10. Risk Register**

Considered and noted under item 5 above.

## **11. Board Effectiveness Review and skills audit**

PWR introduced the paper circulated previously and a discussion ensued around the methodology of the effectiveness review, the findings thereof and of the collective skills set of the Board, and whether the existing complement of 10 board members (with one leave of absence until 30 April 2018) remained optimal. **It was agreed** to consider matters further at the June meeting.

## **12. Any Other Business**

AM and PWR updated the board on certain security matters and workforce issues.

PWR informed colleagues of his wish to retire by 31 March 2019, which if approved, would require the formation of a Nominations Panel to lead on succession planning. PWR called for volunteers to form the panel and encouraged colleagues to fill the vacancy to be created, which needed to be advertised externally in accordance with A Code for Sports Governance.

## **12. Date and time of next meeting**

7 June 2018 – Board meeting, venue to be advised.

The December meeting was confirmed as the 18<sup>th</sup>. CE gave her apologies.

The meeting closed at 4.50 pm.