

ENGLAND BOXING LIMITED BOARD MEETING

DATE: 3rd November 2015 Time: 11.00am - 5.40pm

Item 1	Present	I =
	Attendees:- C Hobbs (chairman) CH, D Newth (DN), , D. Chapple (DC), G Brugnoli (GB), H.	Inform
	Herbert (HH), M Byrne (MB), ,	ation
	P Porter – Interim CEO D Porter (DR) Secretariat & Operations Manager (DR)	D=
	D Barnard (DB) – Secretariat & Operations Manager (DB)	Decisi
	F. McKelvie (FM) – Company Secretary, joined the meeting by telcon at 13.20 hrs	on A=
	Representatives of BHP joined the meeting at 13.40pm to present to the Directors	Action
	Representatives of England Performance Team joined the meeting at 15.40hrs to present to	Action
	the Directors	
	Apologies –L Leo (LL), M. Loosemore (ML),	
Item 2	Declaration of Interests	
	CH – BABA, GB – BABA, DN - EUBC	I
Item 3	Action points & Matters Arising	
	Boxing Advisory Panel - taking place in November as previously notified to Board. PP is	
	working with HH on agenda items. All Secretaries contacted by phone and Clubs &	
	Secretaries contacted by the office	
	Diels Begieten, to be discussed in Castion F	
	RIsk Register – to be discussed in Section 5	
	Disability update – DB confirmed that she had briefly spoken to ML recently and gave an	
	update on the issue regarding wheelchair boxing. Chair confirmed that progress needs to be	
	made on Disabled Boxing Plan for reporting back to SE. ML & DCH to contact Invictus	
	Games organisers re any info to be shared. DC stated that military should be able to assist	
	with this issue and he would make enquiries and report back	
	AP: DC & ML to contact Invictus organisers for info sharing	Α
	Association Aims/Requirements – HR, Compliance & Legal SC to meet Weds (11th) and	
	review Secretaries TOR. Last review done 2011 (DB to supply). Discussion re levels of	
	acceptable behaviour	
	AP: DB to circulate document re Working Relationships.	A
	AP: DC to also circulate a Code of Conduct he has access to	Α
	Resignation of Director – Tel con held and relevant actions completed	
	Financial implications of Minors SF & Finals – Further comms to be completed by with	
	Associations and feedback to be supplied to Board	_
	AP: DN to feedback update to board.	A
	Tech & Rules Financials Re Officials training – no contact for additional financial	
	information made as yet but will be progressed at next meeting (end Nov)	
	Information made as yet but will be progressed at flext fleeting (end Nov)	
	Coaching work stream – work underway with DN & DC	
	AP: DN/DC to report progress/outputs to Board on completion.	Α
	Ar. Divide to report progress/outputs to board on completion.	А

	Circulate SE letter re FIA request to Board – Completed Extension of suspension period (Outstanding case) – Completed Accountable Officer – completed TRRJCC SC Comms re interference – Completed	
Item 4	Chairman's Update Chair stated that he felt good progress had been made in last 2 months. Confirmed that MA had moved on and an interim CEO was now in place (PP). Communication to Board had been very good and office was putting out further comms.	
	INED issue in process of being completed, via recruiters. Chair had a shortlist of names to provide to Directors. Candidates had been very high calibre, with strong individuals interested. Requirements re skills/knowledge gaps were as follows; • Applicant for Chair of Audit SC • Applicant for Chair of Commercial SC • Applicant for Chair of Communications SC	
	All 3 proposed applicants are fully aware of time commitment required and are available and committed to put this time in. Proposed candidates to meet with Directors ahead of any appointment	
	Auditors are to attend today's meeting to present the accounts for Board approval, provide advice to the Board re future requirements in relation to mutual trading, tax, advice on handling any future commercial income.	
	Commercial appointment terms were discussed re Commercial Manager – FTC, initially 6 months so potential opportunities can be tested/reviewed – package to be notified to Directors & approved	
	Talent & Performance was to be brought back under EB care and new Performance Manager to attend later today to update the Board on current position and SE outcomes	
	Development monies approved to support CSO roles for 16-17 financial year. CSO population has been reduced to 5.4FTE under approved plan.	
	CRM update will be provided by FM at 13.20hrs to understand progress being made.	
	Board to determine priorities re Strategic review and provide interim CEO with tactical objectives & timelines	
	Advertisement for Boxing Director to be put out in accordance with current approved process	
	A discussion took place re Boxing Director requirements with the following action points;- AP: Chair to supply INED shortlist for circulation to Directors AP: DB to circulate this and proposed Boxing Director ad and process, ahead of publication, so all aware of process.	A A
	AP: MB to review previous Boxing Director interview questions AP: DB to provide GB master coach criteria for consideration re skills requirements for coaching work stream	A A
	CH requested CEO Report to be delivered at this point	
	CEO Report	
	SE meeting 26.10.15 – Positive relationship, CSO monies confirmed and to be provided within 2016-17 budget/payment. Social Inclusion/presentation made	

WSB – Major event funding request looks positive – potentially to support 3 home/3 away matches

CSO's – 2016-17 resource insufficient to visit clubs as per years 1-3. Role will become an educations role for clubs re teaching to apply for funding and develop business skills, to enable clubs to become self-sufficient in this and related areas. DN asked re Individuals with specialist skills, sharing their knowledge and PP confirmed that this was done at the 2 scheduled team meetings each year, which are used for sharing info/specialist areas. Organisational skills audit suggested on a national basis.

Coach Education – Weekend training going ahead as scheduled, 2 have taken place, one remaining in November. Some negative feedback re 1st course, but positive feedback from 2nd one.. SC work stream has not officially met for a time but meeting is arrange for weekend of 21/22nd Nov in Sheffield. Board will be provided with update following this, with a proposed roll out date suggested as Jan 2016.

Elites – to take place at Liverpool Echo Arena – confirmed as weekend of 29th/30th April * 1st May 2016, giving a long run up to event. A discussion took place regarding the scheduled event, the following points were made;-

- Workshops/events were to be scheduled for the weekend for those attending
- Possible London venue for following year (2017-18)
- Commercial manger role should include remit to seek commercially viable venues for future

AGM – will not be held at Elites in 2016 – other arrangements to be made

CRM/MI - update to be provided by FM later

Talent/performance – working with GB re handover to EB, includes 6 staff to return and needs HR support re TUPE etc. Chair suggested that HR issues should be supported by SE and this to be explored. Directors agreed.

EUBC Engagement – Places confirmed on EUBC Commission as follows – Competition, Technical. Medical, Female. It was stated by PP that involvement at EUBC level was key to being considered for holding an EUBC event and progressing to AIBA events.

Boxing in Education - good work being done across the country but is not being pulled together by NGB although EB appear to be ahead of other countries. HH commented that Boxing in Education needs to be worked on within EB and that his SC had made some progress in this area but needs further progression

Meeting arranged in Lausanne with KB, provisionally for 23rd Nov. Directors to feedback any subjects/issues to GB & PP for consideration, but WCB and coaches with professional licences likely to be part of discussions

AP: Directors to feedback any subjects/issues to GB & PP for consideration

BBB of C – meeting booked for 17th November, Directors to feedback any subjects/issues to GB & PP for consideration for agenda. WCB & Professional licence information exchange already suggested by EB for discussions

AP: Directors to feedback any subjects/issues to GB & PP for consideration

The following items were discussed by the Board;-

Strategic Direction – priorities to be defined for PP. Chair asked that workplan from MA be circulated to Board

AP - PP to circulate workplan

External programmes – Boxing Awards, PCCGB Leader & Contender and SABA offering to

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	be reviewed and will be added to agenda for next meeting	
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	Shepherd FOI request – to be updated by FM	
	National Conference – DB mentioned that the SE award provides some funding to enable a National Conference and it had been thought that this would run alongside the Elites. A discussion took place regarding this with the following points being made; • Will be a separate event outside of Elites • Workshop/seminar subjects to be sought from Members via website • Directors to feedback their suggestions re subjects and venues AP: Directors to feedback any workshop/seminar subjects for consideration AP: PP to arrange for subjects to be suggested by members via website	A A
Item 5	Risk Register	
	 A review of the Risk Register was completed and a discussion took place. It was agreed that a Register is to be reviewed/maintained at SC meetings and fedback to NGB following each meeting, for update centrally and risk levels assessed by the Board AP: DB/PP to remove out of date issues as identified 	A
	DB to provide each SC with its own risk register (current risks to be extracted from	A
	 main register) Board to review risks at next meeting (Jan) and agree actions, controls and risk ratings. 	Α
	 Directors to highlight any additional risks for addition/discussion and feedback any further comments re current contents ahead of next Board meeting 	Α
	Self-Assurance Rated green/amber in 2014-15 report, recently received. DB updated Board re issues mentioned in report. EB have been notified that 2015-16 self-assurance audit just completed by DB was sent to us in error and not required for this year. PP has requested this is to be confirmed by SE. All governance issues within current report need to be reviewed by Board and the report	
	would be forwarded to next meeting for discussion/review/actions. AP: DB to forward SE report to agenda at next Board meeting, for review	А
	Section 7 was brought forward to this point – to review relevant points ahead of the Auditor presentation. Audit SC recommendations	
	FM dialled in ahead of the audit presentation and the Audit SC recommendations, supplied ahead of the meeting were discussed as follows;-	
	 Temp Chair of Audit SC – agreed as D Chapple, following FM stepping down from EB Ltd 	
	• FM appointed as Company Secretary and to sit on Audit SC as SC member but not Chair.	
	 Accounts – to be presented by Auditors for Board approval in next agenda point. Already reviewed by Audit Chair, previous CEO and Operations Manager. 	
	 Additional Signatory to Bank Account – DC and GB to be on bank account with DB. Temporary Changes to Scheme of Delegation, pending permanent CEO being appointed – agreed as follows;- 	
	 £3k individual limit – DB & PP (new and existing business) £3-10k to include an approval from DC £10 - £30k as per current approvals (to include Chair of EB) 	
	 Insurance policy renewal – already approved by Board as per email agreement on 30th October, further slight reduction notified following a query with Insurers, 	

regarding lower risk in one area. Policies now renewed.	
FM confirmed that the Audit SC would be working on the following over the next few weeks – Reserve Policy, 6 months cashflow and would refer back to Board with an update of these areas by the end of November All above approved unanimously	D
Income from estate	
FM requested suggestions for grassroots projects in relation to the estate income received and notified in Sept meeting	Α
	Α
 Project initiated and detailed spec (bespoke for EB) expected next Weds (11th), meeting to be held Thursday 12th in London . 	
and it was confirmed that current procedures to be used until such time as module is	
 SC's required to nominate individuals from SC to represent their interests in the CRM working party. Directors requested to provide names of suitable individuals. 	
Additional supplier proposal – FM had met with another supplier regarding a proposal re CRM/matchmaking. No further info available as yet as supplier is conferring with accountant re costs	
AP: FM to update Board following meeting 12 th Nov AP: Directors to nominate an individual from each SC to represent their CRM interests in the working party for build purposes.	A A
Auditor & Accountant Presentation	
The auditors presented the accounts information and the following points were highlighted;-	
Accounts Presentation	
 Accounts showed deficit of £30k, expected based on agreement to use some 	
Deficit in affiliations – £8-9k	
Property account – no longer in use following sale of property	
Register of Interest forms were collected by the Auditors	
2014 – 15 Accounts approved	
CH signed the accounts on behalf the EB Board. The auditors will file the Accounts on behalf	
AP: Property Accounts to be signed by FM and DB to provide those for completion and return to auditors.	Α
Advice Session	
The Auditors provided a booklet (see Board papers) and advice in relation to current tax status, mutual trading, commercial income, the property account and discussed the future structure of EB in relation to income and activities going forward.	I
A discussion took place regarding EB's view of its activities. It was agreed that no action needed to be taken now and that the Auditors would provide their written advice on the best structure for EB to adopt going forward in relation to its future plans, mutual trading, maximisation of tax/VAT position, commercial income and reserve handling.	
	Reserve Policy, 6 months cashflow and would refer back to Board with an update of these areas by the end of November All above approved unanimously Income from estate FM requested suggestions for grassroots projects in relation to the estate income received and notified in Sept meeting AP: Directors to provide project suggestions CRM Project FM updated the Board as follows; Project initiated and detailed spec (bespoke for EB) expected next Weds (11th), meeting to be held Thursday 12th in London. Approx date for online Championship module to be requested (discussion took place and it was confirmed that current procedures to be used until such time as module is available) SC's required to nominate individuals from SC to represent their interests in the CRM working party. Directors requested to provide names of suitable individuals. Additional supplier proposal – FM had met with another supplier regarding a proposal re CRMmatchmaking. No further info available as yet as supplier is conferring with accountant re costs AP: FM to update Board following meeting 12th Nov AP: Directors to nominate an individual from each SC to represent their CRM interests in the working party for build purposes. Auditor & Accountant Presentation The auditors presented the accounts information and the following points were highlighted; Accounts Presentation Accounts Presentation Accounts Accounts approved CH signed the accounts on behalf the EB Board. The auditors will file the Accounts on behalf of EB. Filing deadline is 31.12.15 AP: Property account = no longer in use following sale of property Register of Interest forms were collected by the Auditors 2014 – 15 Accounts approved CH signed the accounts to be signed by FM and DB to provide those for completion and return to auditors. Advice Session The Auditors provided a booklet (see Board papers) and advice in relation to current tax status, mutual trading, commercial income, the property account and discussed the future structure for EB to adopt going forward in relation

	BHP would provide this information by year end 2015 and EB would be in a position to consider and discuss the advice at their next Board meeting. (expected Jan 2016). AP: DB to send signed letter of representation back to BHP	А
	DB is to look at surplus in 13-14 and inform Board re areas of surplus to add into above discussions.	
	AP: DB to review 2013-14 surplus and define areas where surplus occurred, for Board info.	Α
Item 7	Finance, SE update & Board Administration	
	See Sections 4 & 5 for relevant points, (which were brought forward during the meeting).	
	Solicitor Review/Appointment – brief discussion regarding EB solicitors. No retention fees paid, work is paid for on a supplied/needs basis. – decision to be carried forward to next meeting	
	AP: DB to carry decision forward to next meeting	Α
	Conflict of Interests & Director terms of Office	
	Considering amount of recruitment, these 2 items carried to Jan meeting to include new Directors	
Hom O	Departs to the Deard & Strategie Action Dian Devices	
Item 8	Reports to the Board & Strategic Action Plan Review	
	Technical Rules, R & J's & Championship SC Next meeting to take place 29.11.15. A recommendation was provided ahead of the meeting to combine Jnr & Snr Development Championships. A discussion followed in which the following points were raised; • Associations would be required to undertake the initial rounds • Risk that too many boxers may apply, leading to high number of bouts in early stages • EB would move event back 3-4 weeks for combined event • Semis and finals would each be contested over 2 days (4 days over 2 weekends in	
	total) All approved	D
	Local Rules Association Secretaries have been requested 4 weeks ago to provide a list of local/domestic rules within their Association, for review and adoption into Boxing Guidelines if relevant/ assist with the sharing of best practice. There has been a distinct lack of information although it is known that local/domestic rules are being used in many Associations. A discussion took place and it was agreed that DB would write out and allow a further 5 days to Associations for forwarding this information, following which any local/domestic rules not notified would be considered null and void and EB would not permit any further	
	use/application of them. All approved AP: DB to write to Secretaries providing 5 further days for return of information	D A
	HR, Legal and Compliance Subcommittee –no meeting since last Board, next meeting to be held on 11 th November. Minutes will be circulated after SC meeting instead of retaining until next board meeting	
	Membership & Development SC – no minutes/update	
	Medical – no minutes/update provided	
	At this point an issue was raised regarding the ongoing behaviour of a Director. A discussion took place regarding this, which resulted in a proposal being made to remove the identified Director. The proposal was formally seconded and a vote took place. The proposal was	

	carried unanimously (6 for, 0 against) for the immediate removal of that Director.	5
	All Approved	D
	AP: Formal letter is to be sent to the relevant Director, from the Chair, confirming their	Α
	removal from the Board and relevant subcommittee/s.	۸
	AP: DB to remove Director from Companies House	Α
	It was noted at this point that any Director replacement to be sought should have Governance	
	experience.	
	Talent & Performance - See presentation in Board papers, points of note are as follows;-	
	Transitional arrangements being arranged for programme return to EB	
	 Leadership update given – 1 coach accepted on SE Aspire course (2 years) 	
	Strategic Planning day held	
	Talent Commission meeting due	
	PMG meeting held	
	Talent workshops scheduled for Nov/Dec	
	AIBA course scheduled for next year in England if approved	
	AASE course to be incorporated into Pathway	
	Talent programme feeding into EB website	
	Pathway to be inclusive for all boxers	
	2 dual matches for seniors Feb/Mar	
	Selection policy reviews being completed	
	School programme	
	• School programme	
	SE outcomes;-	
	Quality & Quantity – target 3 to 5, achieved to date 7	
	Breadth & Scale – target 80, achieved to date 75, more to come	
	Female target 30, achieved to date 31	
	Outreach/Scale – target 150 boxers, achieved to date 500	
	Athlete progress target 5-8 medals, achieved to date 13	
	 Quality of pathway – target 20days x 80 boxers, achieved to date 40 boxers 	
	exceeding 20 days, 25 close to 20 days	
	exceeding 20 days, 20 dices to 20 days	
	AP: DT & RG to provide the following	Α
	Example costings/options to be provided to Board for schools programme	
	Event info to be provided to Director for events	
	Any change recommendations for selection policy to be submitted to board for	
	approval	
	Presentation to be provided to DB for Board records	
Item 8	AQB	
	Letter to SE re financial information request	
	A discussion took place regarding the above and it was agreed that EB provided the required	
	accounts at Companies House, on its website and in its Annual Reports. The Board would	
	consider the provision of additional information for all members, but not to individual requests.	
	Issue to be referred to FM for review/additional info proposals	
	AP: FM to be asked to provide proposal for additional info that could be supplied.	Α