



ENGLAND BOXING LTD

Board Meeting

Tuesday 28 March 2023

10.30 –14.00

Sport and Recreation Alliance, Holborn Tower, 137-145 High Holborn
London WC1V 6PL

DRAFT Minutes

1	Welcome attendance and apologies Present: Richard Brooke (RB) Chair, Felicity Barnard (FB), Sam Foster (SF), Mehul Kapadia (MK), Doniert Macfarlane (DM), Micky Norford (MN), Alkit Patel (AP), Lawrence Selby (LS), and Chris Smith (CS). Jerome Pels CEO – (JP) Eric Lee (EL) – Head of Finance, for Agenda Item 7. Danny Williams – Head of Compliance for Agenda Item 11. Apologies received from: Anna Cain and Ian Ireland. The Chair reported that sufficient notice of this meeting had been duly given and that a quorum was present. The Chairman welcomed Micky Norford who had joined the meeting via the Teams video conferencing system. The Chair continued by saying that the meeting was partly being conducted by videoconference today and usual arrangements would apply in terms of use of the chat function and electronic hand raising.	I = Info D= Decision A= Action
2	Declarations of interest Lawrence Selby: UK Brazilian Jiu Jitsu Association. In addition, each director present at the meeting confirmed that they did not have any direct or indirect interest which they were required to disclose in addition to the disclosures already on the record.	I
3	Minutes of last meeting 3.1 The minutes of the Board meeting held on 23 January 2023	

	<p>A draft of the minutes of the board meeting held on 23 January was produced to the meeting. It was unanimously agreed to approve this draft without amendment and the chair was authorised to sign them as a complete record of the relevant meeting.</p> <p>3.2 Matters arising</p> <p>There were no matters arising.</p>	D
4	<p>Medical Sub-committee</p> <p>The meeting received a presentation on concussion information by the Chair of the medical sub-committee and Board member Doniert Macfarlane. Doniert explained the importance of this subject in the sport of boxing and what is being done at the moment in sport. He stressed the importance of the T-10 form (notice of medical care for a boxer after a contest and proper follow up for a managed recovery process.</p> <p>Doniert proposed and presented ways in which we can improve the awareness and information on how to recognise concussion and how it should be managed from the time of the incident to the safe return to sport.</p> <p>The most important message to get across is the recognition of concussion and the immediate stopping of boxing activity.</p> <p>The knowledge needs to be with everyone involved: officials, coaches, clubs, regions, and events. Our policies are robust, but key here is the education and awareness.</p> <p>It was noted that the UK government is shortly going to present UK Concussion Guidelines for grassroots sport.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> - The medical guidelines are to be reviewed/updated; - The EB Rulebook is to be reviewed by the medical sub-committee with regard to the concussion rules and information; - We should further explore the way we promote and educate the boxing community. A poster campaign for the clubs was mentioned and an example was shown. 	
5	<p>Governance</p> <p>5.1 To consider the proposed New Regional Associations Regulations</p> <p>The CEO outlined there is currently no formal documentation which dictates the governing relationship between England Boxing and the regional associations. Today for approval by the Board is a set of regional partnership regulations to provide clear documentation of what governance powers the regions have and ensure that they are operating a consistent manner in line with the 2022-27 strategy.</p> <p>Multiple regional bodies are affiliated with England Boxing. In the past and at present there are concerns around the alignment with England Boxing of the regional associations. Several issues have arisen from this structure, with it culminating in an independent</p>	D

investigation into the handling of concerns in the East Midland Region in November 2021.

This document would also address recommendations from the report with regard to action points for England Boxing. The issue was further raised in the 2022 Governance Report commissioned by Sport England and this Policy deals with one of its recommendations.

The Regional Partnership Regulation outlines the objectives of the document, the obligations of both the Regional Associations and England Boxing and the financial support and conditions provided by England Boxing. This document has been produced by Onside Law, which specialises in Sports Law. This document would also support England Boxing in cascading good governance to regions, which is a new requirement in the revised Code.

The Board discussed the document, and the following issues were raised:

It is important the background and the reasons for implementing this is clearly communicated and introduced;

The document should follow the same format and terminology as the Individual Member and Club Membership Policy;

It should be a Policy and not a Regulation, in line with the above-mentioned points;

Any comments or suggestions from the Regions should be considered by the Board going forward and further versions may be issued to address concerns raised.

The Board approved the Policy/Regulation, subject to the suggested changes agreed at this meeting to be made. The Policy is to be introduced at a meeting with the Regions.

5.2 To consider the new Terms of Reference for the Sub-committees

The Board reviewed the new Terms of Reference for the Sub-Committee. It was noted that the new format included specifically:

- Purpose of the Board/Sub-Committee;
- Roles and responsibilities of the Board/Committee in sufficient detail;
- Matters reserved for the Board/Committee;
- Specific roles for the Chair in managing/leading the Board/Committee;
- Composition of the Board/Committee;
- People specification for the members of the Sub-committees;
- Quorum;
- Frequency of meetings;
- Information requirements for example, standing agenda of reports to be presented to the Board and when they should be provided to Board members by;
- The staff support and working with staff;
- 'Ownership of Work, clarified in the TOR.

	<p>The Terms of Reference are approved by the Board and shall now be circulated to the Sub-Committees for further comment/suggestions.</p> <p>5.3 To consider the Board Succession Plan</p> <p>The succession plan was discussed by the Board. It was felt that the document sufficiently described the long term situation with regards to each Director's term limits.</p> <p>It was also noted that the document can also help in the event of a short-notice departure or temporary, unexpected absence from the Board by indicating the plan and timetables for assigning temporary responsibility for the roles and responsibilities of the Director or CEO or senior staff member in question.</p> <p>It is for the Board to determine which positions within senior management should be captured by the succession plan, and at moment, the plan includes the CEO. But other members of the Senior Leadership Team should be included in the next updated version of the Plan. Action: CEO to present to the Board.</p> <p>The Board further noted that with the new staff structure recently introduced, it mitigates the risk when a senior employee departs it is helpful to ensure key organisational information is shared rather than retained by a single individual.</p> <p>Document was approved as is for the moment.</p>	
6	<p>6.1 Sub-committees Reports</p> <p>The following committee reports were noted:</p> <ul style="list-style-type: none"> - Coaching (Workforce) - Communication - Membership - Legal and Compliance - Performance <p>Felicity Barnard reported that the Commercial Sub-committee had met on several occasions and two issues were brought to the attention of the Board:</p> <ul style="list-style-type: none"> - One time only boxing competitions – If done right, this could be an opportunity for the sport in terms of promotion, participation and financially. The Board agreed to further study the issue and the proposal to engage with clubs on the subject to get more information would be supported. - Video streaming of our events and paywall restrictions. The Board briefly discussed the pro's and cons. More work should be done on this and the commercial Sub-committee is looking at the options, with a view of preparing a more detailed proposal for the Board to look at going forward. <p>6.2 Recommendations by the Subcommittees requiring a Board decision</p>	I

	<p>Outstanding item for future Board meeting, requiring sufficient time: Chris Smith to overview discussion regarding White Collar Boxing.</p>	
7	<p>Finance - CFO Report</p> <p>7.1 Management Accounts</p> <p>The Finance Manager, Eric Lee joined the meeting for this item. The latest full year forecast (pre year end/auditor's adjustments) is currently a deficit of £66,459 similar to what was reported at the January Board Meeting.</p> <p>Overall spendings are below forecast, this is predominately made up of an underspend from participation. The underspend is mostly related to funding from Sport England (Together fund) that will be passed on to approved boxing clubs, £25,000 of that has been paid out early February. Other community projects such as Women & Girls, Boxing in Prison, Community Engagements and Inclusion Conferences are ongoing, any unspent funding will be deferred to the following financial year. Events overspent but this is mitigated by underspend by other departments.</p> <p>7.2 Audit Committee Minutes</p> <p>The Minutes of the Audit Sub-Committee were noted. The Board noted that the process of selecting a new external accountant was under way.</p>	
8	<p>CEO Report</p> <p>The CEO report was noted.</p> <p>8.1 To consider an amendment of the ticket prices for EB Events dealing with family and multi day discounts</p> <p>The Board considered the proposed revised ticket prices for England Boxing Events. The Board welcomed the discount structure but expressed concerns that the discount for the family ticket probably wasn't sufficient. The Board approved the proposal in principle but authorised the CEO to review the family ticket and adjust the family pricing to achieve a better discount.</p>	
9	<p>Risk Management</p> <p>9.1 To review the Risk Management Matrix and Report</p> <p>Sam Foster gave an overview of the progression of the risk register and reported: The total risk profile across England Boxing is increasing – this is largely due to new risks being introduced and gives confidence that some risks are being assessed and included on the register. As this is only the second reporting cycle under the new format, the next few reporting</p>	

	<p>cycles will start to present the changing nature of the risks as the committees resolve issues or highlight further problems.</p> <p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> - That risk numbers 15, 16 and 17 are closed at this point in time. Following discussions with the Talent committee, it appears that these risks are focussed on the appointment and review of appropriate coaching support for the performance programme. This has now been resolved and is unlikely to be a live risk in the near future. These risks will remain on the register as a 'closed' risk. Board Decision: Approved - Mandate all committee chairs to review the risk register before the next Board meeting. By the next Board meeting, the author will have completed three risk reviews, and it is imperative that all parties respond on the status of risks; provide reasonable updates and account for any adjustment. Board Decision: Approved 	
10	<p>International and IBA Matters</p> <p>The Chair and CEO gave an overview of the situation with the IBA and the IOC.</p> <p>The Board discussed the statement from GB Boxing about withdrawing from participating in the IBA World Boxing Championship in New Delhi in March. England Boxing, being one of the stakeholders within GB Boxing has been part of the decision-making process and fully supports this position.</p> <p>England Boxing and our boxing community is in support of Ukraine and does not want Russian and Belarussian Athletes to compete in international sport competition. The International sport community has made it clear with Russia and their allies that their terrible actions will not be tolerated and must have consequences.</p> <p>The position of the IBA to allow Russian and Belarus competitors in their events is rejected by England Boxing and therefore no England Boxers nor Officials should attend events with participation from Russia or Belarus. It would make no sense if England officials were taking part in a competition (with Russian boxers) yet boxers being prevented from doing so.</p> <p>To confirm England Boxing's Policies:</p> <ul style="list-style-type: none"> • It is England Boxing's policy not to send teams or officials to competitions where Russian/Belarussian boxers are present and competing under their respective flags. Given the expectation that Russian and Belarussian boxers will compete under their respective flags at both the women's World Championships, there are to be no England Boxers or officials at that tournament • England Boxing's current policy is not to send teams or officials to competitions where Russian/Belarussian boxers are present even if they are competing under neutral flags 	

	<ul style="list-style-type: none"> In the (highly unlikely) circumstances that RUS/BLR athletes do attend a competition where England Boxing boxers or officials are present, the whole team is to be withdrawn and return to England along with any England Boxing officials* <p>* If this were to happen and the official were to incur additional cost to return home, England Boxing will help to cover this expense.</p> <p>In addition to this, England Boxing will apply the same principles for the Youth Europeans due to be held in Armenia in April.</p>	
11	<p>Governance and Safeguarding</p> <p>11.1 To consider the Revised England Boxing Disciplinary Procedure</p> <p>The Board noted the draft proposal. Lawrence Selby explained that the document very much outlines the principles to be followed and that more detail is to be added. However, Lawrence asked for the Board's agreement for the concepts contained in the new procedure, which should simplify and speed up dealing with cases, but also leave more room for the paid staff in the safeguarding department to deal with issues in first instance. This is following the recommendations from the East Midlands Report.</p> <p>Board decision: Approved in principle.</p> <p>Action: The HR, Legal & Compliance Sub-committee to finalise the wording with special attention to names, contact details and the correct references to the job titles currently in use within England Boxing.</p> <p>11.2 To consider the proposed New Vexatious Complaints Policy</p> <p>The policy was welcomed by the Board and it was noted that this is dealing with another major recommendation from the East Midlands report.</p> <p>Board decision: Approved in principle, but referred to the HR, Legal & Compliance Sub-committee to incorporate the policy into the new revised discipline procedure.</p> <p>11.3 To consider the proposed new Safeguarding Documentation</p> <p>The Board received and reviewed the bundle of the procedures, policies and guidance papers updated and recommended by the HR, Legal & Compliance Sub-committee.</p> <p>Board Decision: Approved</p> <p>Action: Documents to be formatted using the England Boxing style guide and review details such a contact numbers, names and roles referred to in the document.</p>	

12	<p>AOB</p> <p>The Board were informed by the CEO that the draft BDO governance report has been received. It was agreed that the document was to be circulated to the Board for information.</p>																
13	<p>Date Of Next Meetings 2023</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Board Date</th> <th>Papers due by</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Tuesday 23rd May</td> <td>Monday 15th May</td> <td>London</td> </tr> <tr> <td>Thursday 20th July</td> <td>Wednesday 12th July</td> <td>Virtual</td> </tr> <tr> <td>Tuesday 26th September (Strategy day)</td> <td>Monday 18th September</td> <td>Sheffield</td> </tr> <tr> <td>Tuesday 28th November</td> <td>Monday 20th November</td> <td>London</td> </tr> </tbody> </table>	Board Date	Papers due by	Venue	Tuesday 23rd May	Monday 15th May	London	Thursday 20th July	Wednesday 12th July	Virtual	Tuesday 26th September (Strategy day)	Monday 18th September	Sheffield	Tuesday 28th November	Monday 20th November	London	
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Action Items Meeting 2 (March 2023)			
	Item	Who	Progress
1	<p>4. Concussion</p> <ul style="list-style-type: none"> • Update the EB concussion material after the Government information has been launched • Consider anything needs to change EB Rule Book • Poster campaign? • Review of medical guidelines 	Medical Sub-Committee, CEO, Doniert Macfarlane.	
2	<p>5.1 New Regional Policy/Regulation</p> <ul style="list-style-type: none"> • Update text to align with the individual and club membership policy; • Meeting with the Regions introduction of the policy and obtaining feedback 	CEO	
3	<p>5.2 TOR</p> <ul style="list-style-type: none"> • New TOR to be send to the Chair's for Sub-Committee review 	CEO/Board Members	
4	<p>5.3 Board Succession Plan</p>	CEO to re-submit with proposals dealing with senior staff vacancies	

5	6.1 Commercial Sub-Committee Refine proposals re fees for event streaming services and initiate consultation regarding one time only boxing concepts.	Commercial Sub-committee/CEO	
6	6.2 White Collar Boxing	Chris Smith	
7	7.2 New Auditor Appointment	Audit Sub-Committee/Finance Manager	
8	8.1 Event Ticket Prices CEO to review/reset family ticket price.	CEO	Completed
9	9.1 Risk Management Sub-Committees to review risks and submit changes to the register (including reduced or eliminated risks).	Committee Chairs	
10	11.1 Safeguarding A. Procedures to be finalised. B. Vexatious Policy integrated. C. Safeguarding Policies to be formatted and published on the website	HR, Legal & Compliance Sub-committee	
11	12. BDO Report to be circulated	CEO	Completed