


Board of Directors
6th December 2023
Confirmed Minutes

Badminton England Board		 BADMINTON ENGLAND
Minutes		
Date:	Wednesday 6 th December 2023	
Time:	10am	
Venue:	All England Room, National Badminton Centre, Milton Keynes / Teams meeting	
In attendance:		
	Jackie Newcombe (JN)	Senior Independent Director (Chair of meeting)
	Sue Storey (SS)	Chief Executive
	Joyce Church (JC)	Elected Director
	Peter Emptage (PE)	Elected Director
	Mark King (MK)	Elected Director (online)
	James Thomas (JT)	Elected Director (online)
	Kate Aldridge (KA)	Elected Director
	George Wood (GW)	Elected Director
	Mel Wyley (MW)	EA to CEO (Minutes – online)
By Invitation:		
	Nick Rimmer (NR)	Senior Leadership Team
	Jenny Clark (JLC)	Senior Leadership Team
	Morten Frost (MF)	Senior Leadership Team
	Rose Butterworth (RB)	Senior Leadership Team
	Sarah Richardson-Kean (SRK)	Senior Management Team (Item 4.2)
	Mark Bradley (MB)	Senior Management Team (Item 3.1)
	Leanne Brown (LB)	EDI Manager (Item 3.2)
	Laura Gabbidon (LG)	Digital Manager (Item 3.1)
Apologies:	Mike Robinson (MR)	Chair
	Mike McSweeney (MMc)	Elected Director
	Chris Clements (CC)	Elected Director

1	INTRODUCTION
1.1	<p>Welcome by the Chair</p> <p>JN welcomed the meeting as Chair of meeting and wished the Chair MR all the best as he was unwell.</p> <p>Mark Bradley was welcomed to the meeting as Head of Engagement as was Sarah Richardson-Kean as Head of People.</p>
1.2	Declarations of Interest

	None to declare.
2	STANDING ITEMS
2.1	The minutes of the previous meeting held on 27 September 2023 BOD.27092023 were approved as a true and accurate record.
2.2	<p>Actions register</p> <p>[REDACTED]</p> <p>ACTION: MF to inform athletes that JT will be an informal contact should they wish to talk to someone aside from MF, MB, SS.</p> <p>Implementation of the strategy: KA had volunteered to assist with developing the implementation plan in a measurable way. This meeting hasn't yet taken place but we are trying to find a date available.</p> <p>ACTION: MW to find a date in the new year.</p>
2.3	<p>Executive Report</p> <p>BOD.06122023.P1 was received.</p> <p>RB reported on the reforecast. There is a summary of large movements.</p> <p>[REDACTED]</p> <p>JCS Transition – RB reported we are in a good place and all the transactions are reconciled. We are planning on launching access to the system this week. The team have worked very hard. Once this has settled, we are working on the budget. The Board wished to minute their thanks for the good work on this and thanks were given to RB and the finance team.</p> <p>[REDACTED]</p> <p>ACTION: [REDACTED]</p> <p>PE asked about falling occupancy at the lodge. NR confirmed that there had been an issue about the turnover of rooms, this is resolved as staffing is back to full capacity.</p> <p>NBL</p> <p>[REDACTED]</p> <p>ACTION: JLC to work with comms team to look at communications about how people can attend/watch.</p> <p>The European qualifiers are taking place tomorrow at the NBC, and we are delivering Scotland's qualifying event as well as Englands.</p> <p>JN congratulated the team on ticket sales for YAE. It feels cohesive and we are on path and on track for the event.</p>

	<p>JLC has taken the initiative and set up a commercial directors group amongst NGB's.</p> <p>MK had some feedback around group bookings. The price was the same for buying individual tickets and the student price was the same as the adult price.</p> <p>ACTION: JLC will review and come back to MK.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
3	SIGNIFICANT DECISIONS REQUIRED AND PRINCIPAL DISCUSSION ITEMS
3.1	<p>Membership – Update on strategy</p> <p>NR reported the numbers are comparative to this time last year. We started later with renewals but we are ahead now. We are talking to those who haven't renewed yet and we have a number of new clubs. We have 9 fewer clubs than this time last year. The board thanked the team for their work on this and it feels like there have been fewer complaints. We have had some temporary staff to help us keep on top of the inbox and queries.</p> <p>PE asked if we were close to pre-covid levels. NR reported we have some challenges with the system. We have some reporting tweaking to do.</p> <p>ACTION: NR will get clearer numbers from Data Insights.</p> <p>The meeting welcomed Laura Gabbidon Digital Manager who went through a presentation on membership. The board thanked Laura for giving such an in depth insight into the digital project and confirmed agreement with direction of travel, Laura will come back to board for approvals when required.</p>
3.2	<p>EDI</p> <p>Leanne Brown EDI Manager was welcomed to the meeting and gave a presentation on DIAP which was gratefully received by the Board.</p> <p>DIAP</p> <p>BOD.06122023.P2 was received and approved.</p>
4	UPDATES
4.1	<p>BDO Actions log</p> <p>BOD.06122023.P3 was received.</p> <p>NR reported that once the governance structure is confirmed many of these action points will be dealt with in that.</p>
4.2	Updates from Advisory Boards and Steering Groups

FRAC

JC circulated a paper prior to the meeting. Due to the finance system change, the budget process is starting later than planned. It is now coming to the board in February.

The board discussed salaries and what a cost of living increase might look like for next year's budget. The total staff bill has not gone up massively as recruitment for new positions has come in at the right level. The board may need an online meeting for an update on salaries after the FRAC meeting towards the end of January. There was a discussion over whether there should or shouldn't be a distinction between top salaries and the remainder of the business.

The policies circulated by JC were received and **approved**, and are listed below:

- *Expenses Policy*
- *Procurement Policy*
- *IT Usage and Cyber Security Policies*

Nominations Committee

The nominations committee are considering how the athletes rep role and how the presidents role might evolve in the future, SS has been doing some research and this will be considered at the next meeting. There are also discussions in the Governance Group on this.

Player Development Board

A meeting was held on 16th November 2023. GW reported there was a positive session and the feedback was good. Key items to update are about KPI's and targets around development areas and engagement with the implementation plan. The PDB group gave feedback to Ross Reid about the success factors.

The board discussed the role of partners and in particular counties. The action was for NR to review with team and where we want to go with counties and then this will come to the board for mid 2024.

ACTION: add this PDB action to actions register.

EDI

KA has taken over as Chair for EDI committee. They are looking at making this group more badminton focused and they are recruiting for two roles on the EDI committee in accordance with the skills matrix and hopefully with people with on the ground badminton experiences.

HR Committee

BOD.06122023P4-4c were received.

SRK gave an update on the new policies and policy amendments, the HR committee recommend these policies for board approval.

[REDACTED]

[REDACTED]

Papers 4, 4a, 4b and 4c were received and **approved** subject to the minor changes agreed above. Policies listed below:

	<ul style="list-style-type: none"> - <i>Capability policy</i> - <i>Disciplinary policy</i> - <i>Sickness policy</i>
4.3	<p>Implementation Plan</p> <p>No discussion.</p>
5	<p>ANY OTHER BUSINESS</p> <p>BWF Council [REDACTED]</p> <p>ACTION [REDACTED]</p> <p>Chair of Badminton England [REDACTED]</p> <p>[REDACTED]</p> <p>ACTION SS to check articles as to wording – President or Interim President.</p> <p>DECISION [REDACTED]</p> <p>ACTION [REDACTED]</p> <p><i>Post meeting note</i> [REDACTED]</p>
6.	<p>NON-EXECUTIVE DIRECTORS SESSION</p> <p>This did not take place.</p>
7	<p>NEXT MEETING:</p> <p>Wednesday 21 February 2024 – 9.00 to 4.00 <i>Note: there will be a dinner the evening before.</i></p>
8	<p>CONFIDENTIAL ADDENDUM TO THE MINUTES</p> <p>ANY OTHER BUSINESS - CONTINUED</p> <p>[REDACTED]</p>
	<p>END OF MEETING.</p>