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**TUESDAY 15 FEBRUARY 2022 AT 18:30 BY ZOOM**

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**MINUTES****In Attendance:**

John Coyne CBE (JC)	Chair and Independent Director
Mark Bache (MB)	Independent Director
Richard Boreham (RB)	Vice Chair and Independent Director
Stephen Craig (SC)	Director nominated by CANI
Clare Dallaway (CD)	Director nominated by English Forum
Bronagh Kennedy (BK)	Independent Director
Martine Kushner (MK)	Independent Director
Steve Linksted (SL)	Director nominated by SCA
Greg Smale (GS)	Director nominated by English Forum
David Joy (DJ)	CEO

**Also In Attendance:**

Dee Paterson (DP)	President
Susan Hicks (SH)	Finance Director
Nancy Squires (NS)	Head of Governance and Compliance

**Apologies**

David Wakeling (DW)	Director nominated by Canoe Wales
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**1. Chair's Welcome and Opening Remarks**

The Chair (JC) welcomed all to the meeting which he confirmed would focus on considering papers to be considered by the AGM on 12 March.

**2. Apologies**

Apologies were noted from David Wakeling.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Sport Resolution Action Plan – Stakeholder Engagement Report**

The Board considered a paper which provided an overview of stakeholder engagement around the World Class Programme. This was in response to one of the recommendations within the Sport Resolutions (SR) Report. It was highlighted that the SR Panel had noted within

its report, that British Canoeing had indicated that it had already implemented this recommendation.

Notwithstanding this, within the Action Plan emerging from the SR recommendations which was approved by the Board, there was a commitment to 'Review the effectiveness of stakeholder engagement and communications in light of the findings of the Report, and report to British Canoeing Board.'

It was identified that the delay in reporting this to the Board, was due to the intention to incorporate this particular action into a wider organisational review of stakeholder engagement and to develop a Stakeholder Engagement Plan for British Canoeing. This larger and more strategic piece of work has still to be completed and so this specific report was presented to the Board as evidence that the recommendations within the SR Report had been exceeded.

The Board outlined their desire for this wider piece of work to explore stakeholder mapping and planning to be undertaken in 2022/23.

The considerable progress that was reported in the paper was noted and welcomed. It was recorded that the meeting between board members and athletes had not taken place this year due to covid restrictions and diary challenges and that this needed to be addressed asap.

The significant progress that was reported in the paper was acknowledged. This provided detail of the many formal and informal points of engagement with athletes, coaches, committees, clubs, UK Sport and other national stakeholders.

## **Recommendation**

The Board approved that significant progress has been made regarding stakeholder engagement and communication to meet this recommendation from the SR report.

The Board emphasised that this was a continuous process and that more can still be achieved. They advised that they wished to see a more comprehensive stakeholder mapping exercise undertaken for all key areas of the work of British Canoeing including the WCP in 2022/23.

## **5. Sport Resolution Action Plan – Update for AGM and response to a motion proposed by Teresa Gregory and Tim Scott**

The Board considered a further progress report on the actions taken to meet the Recommendations and Key Findings published in the SR Report. The Board noted the intent to report this progress to the AGM. They noted that whilst progress has been reported in the published minutes of the Board meetings, members have not been substantively updated on the progress being made since the AGM in 2021.

The Board noted that of the 7 key Recommendations, 4 have been fully completed and 3 have been partially completed.

The Board proposed that in reporting fully to the AGM that the work that had been completed prior to the Report being published should also be presented, in order to give a full picture of the arrangements now in place within British Canoeing.

Specifically regarding the 7 Recommendations the Board noted the following;

Considerable work had been completed to review British Canoeing's dispute resolution processes and to ensure that these are underpinned by fairness, impartiality and natural justice. An initial review was completed in 2019 and a further independent review was commissioned in 2021. A review of the Athlete Disciplinary and Athlete Grievance Procedures, the Disciplinary, Dispute and Appeal Regulations, the Complaints and Appeals Procedures has now been completed. The British Canoeing Governance team will shortly consult on the recommended changes with key stakeholders (which will include athletes and the Performance Wellbeing Group).

The Governance and Risk Committee will receive further updates on the progress of this work and expects to approve all revised policies and procedures in the next few months. This action will be completed by Summer 2022.

The Governance and Risk Committee approved a schedule of review dates for policies and procedures and this was published on the British Canoeing website in June 2020. This action is completed.

A review of current safeguarding practices was undertaken as part of the Child Protection in Sport Unit (CPSU) framework annual review in 2020 and 2021.

Both of these reviews awarded British Canoeing the highest standard and highlighted areas of good practice that could be shared across the sector. An independent review of historic safeguarding cases has been commissioned and has now been completed. This review considered all historic files from between 2008 and 2017. The commissioning of this review was delayed due to Covid restrictions preventing external personnel having access to paper files within the office.

The full outcome of the Review will be considered by the Governance and Risk Committee of the Board at its next meeting. This action will be completed by April 2022.

In June 2020, the Head of Governance reported to the Governance and Risk Committee the outcomes of a record keeping review. The Board was assured that the record keeping for complaints, safeguarding and disciplinary cases is of a high standard and that all safeguarding concerns are appropriately recorded. Comprehensive, accurate and contemporaneous records are kept in relation to all cases. This action is completed.

The Board had previously recognised that work had been completed to ensure that principles of good governance are embedded and an open complaints culture is promoted within the safeguarding training for British Canoeing staff and Board Members. All new Board and staff members are required to undertake safeguarding training as part of their induction.

Further safeguarding training to the full Board had been planned for late 2021 but was delayed due to Covid. This will now be delivered during Spring 2022. This action will be completed in Spring 2022.

The Board recognised that British Canoeing has made significant progress in its engagement and communications with key stakeholders including; members, committees, athletes, coaches, clubs and key external bodies.

The Board requested that a wider Stakeholder Management Plan will be completed during 2022/23, as part of the work required to comply with the UK Code of Sports Governance. They noted that this recommendation from Sport Resolutions related specifically to stakeholder engagement and communications around the World Class Programme had been completed.

The Board noted that members of the executive team of British Canoeing had met with senior officers within UK Sport to review the effectiveness of its partnership. Both UK Sport and British Canoeing were satisfied that they shared a mutual understanding of these respective roles and responsibilities. Both parties noted however that this may not be the understanding of performance staff and athletes and that British Canoeing should explore this further. This action is complete.

The Board noted that progress against the SR Action Plan had been reported to each meeting of the Board between April 2020 and January 2021 and in August, December 2021 and January, February 2022. It was also noted that a detailed report had been considered by each meeting of the Governance and Risk Committee during this period.

### **Recommendation**

The Board proposed several changes to the draft report to be presented to the AGM and agreed that this should be amended and shared with the Chair and Chair of Governance prior to circulation with AGM papers.

## **6. AGM – Response to the motion proposed by Howard Blackman and Bill Lawrenson**

The Board considered a motion submitted by Howard Blackman and Bill Lawrenson, to be presented at the AGM. They noted that the Governance and Risk Committee had considered this matter and that they had drafted changes to the Articles in support of this motion (below);

*“The President may attend discipline committees, regional committees or clubs and is encouraged to attend a range of different committees (5/6 per year) if currently a member of any aforementioned committee, shall not seek re-election to said committee until their term as President ends.”*

It was noted that the proposers were supportive of this approach to amend the Articles.

### **Recommendation:**

The Board agreed to propose to the AGM, that Articles 56 & 77 should be amended as drafted, in order to restrict the President from becoming a voting member of any committee of British Canoeing whilst holding this position.

## **7. AGM – Approval of the Appointment of Auditors for 2022**

The Board discussed the proposal from Finance and Audit Committee to reappoint Haysmacintyre as the auditors for the next year. The Board noted that Haysmacintyre had considerable sports sector experience as they audit around 20 other National Governing Bodies (NGBs) each year.

The Board noted it had been 4 years since the audit had been tendered, but that this would not be the best year to retender as both the CEO and Chair of Finance and Audit Committee would both be leaving their positions in the next few months. It was agreed important to go through an audit tender process again in 2023.

### **Recommendation:**

The Board approved the recommendation to propose to the AGM, the appointment of Haysmacintyre as auditors for the financial year 1.11.21 to 31.10.22.