

Executive Board Meeting held on Sunday 29th October 2017

At National Volleyball Centre, Kettering

Circulation: Board, Senior Management Team, Group Leads, Hub Staff

Directors Present	Titles
Keith Nicholls [KN]	Vice Chair - Meeting Chair
Elizabeth Clarke [EC]	Core Market Director
Jefferson Williams [JW]	Talent Director
Steve Matthews [SM]	Technical Director
Clare Francis [CF]	Legal Director
Simon Griffiths [SG]	PR & Communications Director
Ian Wall [IW]	Commercial & Marketing Director
Freda Bussey [FB]	Competitions & Events Director
Staff Present	
Janet Inman [JI]	Chief Executive Officer
Stewart Dunne [SD]	Chief Operating Officer
Samantha Jamieson [SJ]	Core Market Officer
Observer	
Richard Callicott OBE [RC]	Honorary President

12:30pm EB/16-17/42 Meeting opened at 12:30, a break was taken to attend the official event and resumed thereafter. RC was present for the second half of the meeting.

42.1 - Apologies: Adam Walker [AW], Vicky Widdup [VW], Seyram Atumbra [SA]

42.2 Director Conflict of Interest Disclosures

SD indicated as President of NEVZA there was a potential conflict [Minute #47] however he would provide financial data to aid the Boards deliberations.

43 - Welcome

Vice Chair KN welcomed the members to the Extraordinary meeting called to ensure key work streams required by Sport England to meet the agreed Governance plan be approved in order VE can submit its most up to date plan by end of October 2017. KN confirmed that all papers had been circulated prior to the meeting for members to review and comment where appropriate. [KN] thanks JI for her hard work along with CF in preparing the documents required.

45 - Recommendation of the Nominations Committee

45.1 To accept the recommendation from the Nominations Committee to co-opt Lauri Chandler onto the board as the Independent Finance Director.

This agenda item was brought forward. Having sought an FD for some time

approaches were made to new additions on the Pool of Experts resulting in Lauri Chandler being approached by JI.

The nomination committee approved the application and references sought and those received were glowing.

Approved – JI to inform and confirm induction process

44 – Documents to be ratified

44.1 Revised Nominations Committee – Terms of Reference

Given the level of commitment now required by the Board, JI will formulate a skills matrix for those sub-groups requiring more Directors and will circulate with a request for Directors to offer to fill vacancies or make nominations. This applies to Nominations Committee and Finance, Strategy & Risk Sub-Group.

Unanimously approved

44.2 Finance, Strategy and Risk Sub Group – Revised Terms of Reference

Amendments to better cover a fuller role of Sub-Group that now includes risk, Members modified to ensure that the Hub staff do not have a majority position.

Unanimously approved

44.3 Working Groups Terms of Reference

The working groups terms of reference provide a top to bottom guide to working practice to ensure consistency across the business.

Unanimously approved

44.4 Anti-Fraud Policy

JI & CF developed a policy that was reviewed by SE and amendments suggested. JI met with Ian Pell of SE and agreed minimal amends to the original and a charge of running order. This was the final version presented to the Board.

Unanimously approved

44.5 Diversity Action Plan

JI and VW have been working on this in partnership with Inclusive Boards, consultants put in place by Sport England.

Unanimously approved

46 - Governance plan update

JI gave a brief update of the revised plan. SE had reviewed and wanted all NGB's to look a new at certain areas. Most actions had now been met with JI & SD looking to finalise the document and submit to SE next week.

Action: JI & SD to complete and JI to submit to SE.

47 – Hosting NEVZA U19 in 2018

The Board were informed that the Technical & Talent Sub-Group were recommending VE host the above event as originally agreed. The decision will be deferred until the next Board meeting in November to allow new avenues to be explored. KN will informally discuss with UEA SD with Kettering and SJ will

review the facilities at Medway with SD.

Upon the Competitions Department return from Toil, a small bid document will be produced in order all discussions cover the same topics and numbers.

Action: SMT to provide a fully costed recommendation to the next Board at the end of November.

EB/16-17/45 – Meeting Finalisation

45.1 - Review of action to be taken

Action	Responsible	Date	Completed Date
Finalise and Submit Governance action plan to SE	JI & SD	3/11/2017	
NEVZA 2018 Venue review	SD & JI with KN	ASAP	

45.2 – Meeting Evaluation

Not discussed

45.3 - Next meeting

10h30 - 25th November 2017 @ SportPark Loughborough

45.4 – Meeting close

KN closed the meeting at 14h40

Signed as a true record

Date.....