



England Handball Association

Board Meeting

17 November 2018 10.30am to 2.30pm

Abraham Darby Room, Friends House Quaker Centre, 173-177 Euston Road, London NW1 2BJ

Agenda Item	Minute and Action
<p>1. Attendance & welcome</p>	<p>Board members: Chair – Tracy Watkinson (TW); Clare Henderson (CH); Chris J Smith (CJS); Marc Fayemi (MF); Chad Ehlersen (CE); Amanda Bennett (AB); Heather Williams (HW); Diaraye Diallo (DD); Paul Shapiro (PS).</p> <p>Staff: David Meli (DM)</p> <p>a) TW opened the meeting and welcomed everyone. b) Apologies: Sue Whitehead (SW) c) Declarations of interest – CH declared an interest in item 8d, the EHA shop. d) The quorum was confirmed.</p>
<p>2. Minutes of Previous Meeting</p>	<p>a) Review and Approval of Minutes: TW asked the Board to approve the format and new content of the minutes. The Board agreed unanimously.</p> <p>b) Matters arising not otherwise on the Agenda: There were no matters arising not otherwise on the Agenda.</p> <p>c) Identification of any items of AOB: TW wished to feedback to the Board the outcomes from a recent meeting for NGB Chairs.</p> <p>d) Review of Actions & Issues Log & Risk Register:</p> <ul style="list-style-type: none"> • Identification of available data analytics that could be measured – to be discussed under item 4. • Creation of operational budget for each league – DM are currently working on the annual budget. Action: DM will bring the draft budget for 2019/20 to the January Board meeting – 26/01/2019. • Board members thoughts on club development issues – no thoughts or concerns related to club development have been sent to TW, and this issue is now closed. • Talent pathway information – competencies for junior players finalised and to be shared by the end of November. • Club Funding – information about local funding pots to be shared at the club meetings taking place week commencing 26 Nov 2018. • Diversity data measures – systematic approach to capturing data. Action: AB & DM to identify the data to be captured and the means by which to capture – 26/01/2019. • Options for future use of online training to help with course availability – DM updated the Board on the online table officials course to be run, numbers attended and the feedback from clubs. A discussion took place about the costs for the course. Action: DM to explore a cost model for different charges for accessing the online course for inclusion in budget for the January Board meeting – 26/01/2019. To be discussed with clubs at club meetings – w/c 26/11/2018. • Action plan for formalising work with EHA Referees to be discussed under item 8c. • Establishment of CIO to be discussed under item 8b.

	<ul style="list-style-type: none"> • Future development/delivery of EHA Shop to be discussed under item 8d. • GDPR compliance process to be discussed under item 8a. • Review of Code of Ethics to be discussed under item 6a. • Board priorities – the Chair has not received any additional aims & objectives from other Board members. To be discussed under item 3a. • Stakeholder engagement plan to be discussed under item 7b. • Fir for Purpose criteria – DM advised the Board an initial review of Fit For Purpose had been carried out and a draft version would be shared with clubs at the club meetings, w/c 26/11/2018. Action: DM to circulate to DD, MF & SW before sharing with clubs – 23/11/2018. • Safeguarding – CJS outlined his concerns to the Board. Following a discussion, it was agreed that safeguarding would become a standing agenda item. Action: DM to bring plan for the safeguarding standard/framework to the next Board meeting – 26/01/2019. • A discussion took place regarding the current provision, support and signposting for clubs, and what a future framework could look like. • Action: Clubs to be signposted to available safeguarding training at the upcoming club mtgs – 29/11/2018. • Actions: DM & TW to add safeguarding to all Board agendas and club meetings – immediate. DM – creation of an EHA events list where risk assessments should be undertaken – immediate. CH to send to DM a risk assessment template for development to be utilised at EHA events/training camps and sent to the Board – immediate. DM - Provision for potential safeguarding officer role to be considered when working on budget for 2019/20 – 26/01/2019. Board members to be given safeguarding training in order to set up a rotating Safeguarding representative – 30/06/2019. • EHA Strategy – CJS raised concerns regarding evidencing progress against the EHA strategy. The Board discussed the best way to track and evidence the success of EHA more clearly, and streamline the information coming to the Board, focussing on outcomes or key changes in the data. • Action: Data/KPIs to be linked to the priority items at the start of 2019 – 26/01/2019. • Action: Include quarterly review of financial information – 26/01/2019. The Board meeting in January to focus on the budget for 2019/20, discussing the draft proposal DM will develop for this meeting, including how it aligns to EHA priorities & SE funding strategy and its impact - 26/01/2019. • DM outlined the eight risks currently open on the risk register and each were agreed by the Board to be current risks. • Governance capacity was also identified as a potential risk to the ability to achieve EHA strategy. • Action: DM to add actions from today’s Board Meeting to risk register – 26/11/2018. DM to add governance capacity to the risk register – 26/11/2018. DM to amend reviewing risk register to monthly rather than weekly – 26/11/2018.
<p>3 & 4. Main Strategic Discussion Topic 1 & 2</p>	<p>It was agreed to discuss agenda items 3a and 4a together:</p> <p>3a) Agreeing board priorities for membership communication 4a) Data and analytics – agreement of measures to be reported at future Board meetings and disseminated to members.</p> <ul style="list-style-type: none"> • TW gave a review of the outcomes from the Board/Staff strategy day held in September. The Board discussed and agreed the priorities. It was recognised that Board priorities will differ from Club/Membership priorities. • Following a discussion, these areas were agreed: safeguarding, stakeholder engagement and communication, governance and compliance, in addition to running the sport. It was also agreed that any future, club related, priorities could be finalised by June of each year, to ensure decisions taken could be instigated at the start of the next playing season. • The Board agreed to include the review of progress against the strategy in the Annual Report. • Action: DM to include a review of progress against the strategy in the Annual Review – May 2019.

	<ul style="list-style-type: none"> DM presented a spreadsheet outlining the key performance measures and asked the Board for feedback. It was agreed that additional key performance measures should be added: <ol style="list-style-type: none"> The number of clubs meeting Fit For Purpose. Club survey findings. The number of club meetings. The number of volunteers in clubs. Trends based on historical data. Action: DM to update the data/KPIs captured with the above, add a tab for safeguarding for future data, and add the strategy KPIs EHA offered to contribute to in the SE tab – Dec 2019 CE to work with DM to produce the metrics for review at each Board meeting and for publication to members and stakeholders – 26/01/2019 A discussion took place about data points that could be collected for safeguarding once the standard had been agreed and developed – these would include DBS record checks, training by clubs, board members, workforce, clubs with welfare officers. Action: HW to send DM CPSU template – immediate. DM to work with Partnership team to incorporate verifying safeguarding within club visits and communication to members – 07/12/2018.
6. Main Strategic Discussion Topic 2	<p>Policy Review update:</p> <ul style="list-style-type: none"> DM thanked AB for her work reviewing policies and a discussion took place. Policies need to be reviewed and ratified by the Board, and this will take place over a six-month timeline. It was recognised some of the policies listed are operational and should be reclassified. HW suggested the inclusion of an athlete selection policy. Action: All board members to send any preferences for reviewing policies to DM – 14/12/2018. DM to update policy list, remove any operational policies, and allocate each policy review to 2 Board Directors and circulate – 31/12/2018.
7. CEO Report	<p>a) Organisational update – DD requested information about EHA staff – working patterns, workloads and any other organisational details to be shared with the Board. Action: DM to circulate the information.</p> <p>Engagement plan update – DM outlined the working document used by partnership managers to capture engagement data for clubs. A holistic approach to include non-club stakeholders such as SE, CSP level meetings, etc. was suggested.</p> <ul style="list-style-type: none"> AB suggested a stakeholder mapping session would be useful and she would be happy to facilitate a session. Action: DM to share the engagement plan so far – 01/12/2018. DM, TW and AB to have a call to walkthrough stakeholder map and – 26/01/2019.
8. Operational Proposals	<p>a) GDPR</p> <ul style="list-style-type: none"> DM summarised the progress to date. A discussion took place as to the advice provided and the Board's next steps. Action – DM & AB to explore the possibility of a second opinion and a pro-bono option of legal advice via SRA – 31/12/2018. HW asked DM about staff training for GDPR. DM confirmed they had undertaken an online course offered by EHA's HR consultants. <p>b) Charitable Incorporated Organisation</p> <ul style="list-style-type: none"> Following the paper submitted to the Board, it was agreed that this was not a route EHA planned to follow. However, TW had recently had a conversation with Nick Bitel, Chair of SE who has set up several CIOs and offered advice on the options. Action – TW to speak with Nick Bitel for more information – DM & TW to investigate the possibility of the EHA organisation converting from Ltd Company to CIO, and report back to January board meeting – 26/01/2019. <p>c) Referees</p> <ul style="list-style-type: none"> The Board discussed the current issues surrounding the relationship with the Refereeing Association and it was identified as a key risk. CE suggested that safeguarding could be the means to encourage the Referees' Association to work with EHA. An alternative to the recommendation was suggested – to encourage the Referees Association to meet EHA requirements for safeguarding purposes – referee

	<p>registration, referee qualifications, compliance and knowledge of rules, and fitness tests.</p> <ul style="list-style-type: none"> • Action: DM to propose minimum levels of requirements for Referees Association to share with EHA for safeguarding purposes, ready for the start of 2019 season – 31/12/2018. • DM to update the risk register – 26/11/2018 <p>d) EHA Shop</p> <ul style="list-style-type: none"> • DM outlined the advantages and disadvantages of maintaining the online shop. It was agreed a longer discussion was needed. • Action: proposal for future of EHA Shop to be discussed at the next Board meeting – 26/01/2019.
9. Safeguarding	<p>Update on current cases and plans for 2019</p> <ul style="list-style-type: none"> • DM advised the Board there are currently three cases; two are going through the process which involves investigation, review by an independent panel, and feedback to the person who raised the issue. One has finished this process, and feedback has been given. • Action: DM to feedback outcomes from safeguarding panel to the Board in case there are any changes required to policies and procedures – 26/01/2019.
10. AOB	<p>Any AOB identified in Agenda Item 2d:</p> <ul style="list-style-type: none"> • TW to email the update from SE Chairs' Lunch to Board members – Action: TW to circulate feedback – 01/12/2018 • TW thanked the Board for their commitment and support during the past year and recognised it isn't sustainable long term. A discussion took place about the format for 2019. • It was agreed to keep the current bi-monthly operations call until May 2019, with Board meetings in alternate months. The date of AGM has been set for 22 June 2019. • Action – DM to add "For Information/For Decision" to Board papers – 26/01/2019. • Action – All Board members to respond to DM's request for availability to set the calendar for 2019.
10. Date of next meeting	26 January 2019 – Loughborough.