



England Handball Association

Board Meeting

26 January 2019 10:30am to 3:15pm

The Radmoor Centre, Radmoor Road, Loughborough, Leicestershire, LE11 3BT

Agenda Item	Minute and Action
<p>1. Attendance & welcome</p>	<p>Board members: Chair – Tracy Watkinson (TW); Chris J Smith (CJS); Marc Fayemi (MF); Chad Ehlertsen (CE); Amanda Bennett (AB); Heather Williams (HW); Diaraye Diallo (DD).</p> <p>Staff: David Meli (DM)</p> <p>Attendance by phone: Clare Henderson (CH)</p> <p>a) TW opened the meeting and welcomed everyone. b) Apologies: Sue Whitehead (SW), Paul Shapiro (PS) c) Declarations of interest – CH declared an interest in item 6b, the EHA shop. d) The quorum was confirmed.</p>
<p>2. Minutes of Previous Meeting</p>	<p>a) Review and Approval of Minutes: Minutes of November Board meeting already reviewed and approved by the Board.</p> <p>b) Matters arising not otherwise on the Agenda: Action: Align Board meeting with league playoffs in 2019/20 calendar – dates will be known by end of May</p> <p>c) Identification of any items of AOB: There were no items mentioned.</p> <p>d) Review of Actions & Issues Log & Risk Register:</p> <ul style="list-style-type: none"> • Diversity Data capture - data to be collected with regards to diversity across key parts of the organisation – staff, talent pathway, etc - and can be compared to data already captured on members. Action: AB & DM to send out diversity data form and collect information – 30/03/2019 • Payment for training courses was discussed. DM confirmed club portal will be able to support common login/registration questions. It was agreed that there is a business case to understand costs of setting up a course. Action: Strategy discussion on training course at next meeting – covering what are the courses on offer, which should be face-to-face vs online, cost of delivering vs revenue, course demand, requirement for skills. Miriam to attend – 30/03/2019 • Engagement plan to be discussed under item 5b. • Action: CH to resend risk assessment template to DM - 30/03/2019 • A discussion took place on how safeguarding training can be given to Board members. Proposal that this will occur during March Board meeting. Training should be specifically linked to Safeguarding Standard. Action: DM to give offline update on how safeguarding training can be delivered – before 30/03/2019 • Action: HW to send DM copy of the CPSU safeguarding template - 30/03/2019 • Options for setting up a Charitable Incorporated Organisation remain open. Action: TW to talk with Nick Bitel about options for setting up a CIO – 28/02/2019 • Risk register highlights lack of governance below Board as one of the biggest risks. A discussion was had on this, it was agreed that this is not the biggest risk but that

	<p>an action plan is needed to deal with it. The first two strategic priority groups to be established should be workforce and commercial & revenue.</p> <ul style="list-style-type: none"> • Terms of reference for advisory groups should be revisited – purpose, outputs, reporting, accountability, any associated budgets. It was agreed that groups should exist on a project-by-project basis and it was suggested that members could be recruited through an open process or by direct invite, depending on the requirements of the project. Action: AB, DD, CJS & HW to discuss as part of a Governance Advisory Group to define terms of reference for action groups and method of mobilisation – 30/03/2019 • Following a review of all current risk ratings, it was agreed that implementing and maintaining Safeguarding & Child Protection Policy/Procedure and Safeguarding related investigations should be collapsed together in the risk register, and status set to red. It was agreed that workforce and training should be added as an additional risk. Identifying and maximising additional sources of revenue and funding outside of Sport England investment should be expanded to include the commercial aspect. The Risk Register and Issues/Actions log agreed to be clearly linked to the strategic priorities. Action: DM to update risk register accordingly – 30/03/2019
<p>3. Main Strategic Discussion Topic 2.</p>	<p>Budget 2019/20:</p> <ul style="list-style-type: none"> • DM outlined the budget proposal for 2019/20. Four main areas remain the same – performance, delivery, coaching & workforce and central office budget. • DM walked through each line item on the 'Consolidated Budget' sheet and explained which funds make up this budget and how it is split. • It was agreed that the Board is happy with the reserves in the current state – these are in line with policy which is to cover the costs of staff salaries for three months. • The budget discussion was had from the standpoint that there will be no further sources of income. • The Board agreed that more funding should be allocated to safeguarding in alignment with the agreed priorities. DM suggested that there is a need for someone to coordinate training for clubs, work for partners, ensure paper work is in place, and more. The Board discussed whether this could be achieved as part of a project to implement the Safeguarding Standard. • A discussion was had on the role of the Partnerships team and how their work should reflect the needs of the respective regions and not necessarily be the same in all regions. It was noted that a target for the Board is to grow the number of facilities that are built in the country and as a result, there is a need to drive good activity in the facilities we have. • Membership fees were discussed as an alternative way to increase funds given there has been no increase in membership for 6 years. • Action: DM to explore increasing cost of membership by a small amount – 30/03/2019 • Note: this was in response to a question from SW outside the meeting, given she was unable to attend. SW asked for an explanation of the IHF/EHF funding detailed as £43,200 in the consolidated budget. The response from DM; £21,000 in the delivery budget relates to 60% of development programme costs from BHA project with the IHF with a further £7,200 in the central office budget from the same project, the remaining £15,000 is EHF funding. • SW also asks what is the funding specifically for and for how long? How does the EHA plan to use this funding? The response from DM; the £21,000 is part of the new three year agreement that the BHA is finalizing with the IHF and will go towards supporting club activities across our regions in areas such as reduced cost courses (like the referees courses delivered back in Sept). The EHF funding is the second of three years for the SMART Plan funding that has helped to support the position in the SW and partner support in the NE. The Central Office funding of £7,200 is also from the BHA agreement with the IHF and provides funding support to Vikki's role across EHA and BHA performance programs.
<p>4. Main Strategic Discussion Topic 3.</p>	<p>Safeguarding standard:</p> <ul style="list-style-type: none"> • It was noted that the standard represents the whole company's ethos and this should be emphasised, and that it should be referenced in the Health & Safety policy. • A discussion was had on what the standard means in real terms and AB put forward that implementing this standard would satisfy Sport England's requirements and maintain the advance status. • A proposal was made to revisit the safeguarding standard once a year alongside ongoing risk assessments and checks where appropriate.

	<ul style="list-style-type: none"> • It was agreed by all that the standard needs to be implemented. TW confirmed that safeguarding is a standing item on all Board meeting agendas and this time can be used to report on status against actions. • Action: DM and Management team to provide options on how the Safeguarding Standard can be implemented – 30/03/2019 • The Board discussed the need for an 'evidence file' as documentation for the standard. This would include documentation of the annual review and documentation of risk assessments when completed. • It was recognised that communication on the new standard should be given in plenty of time. Action: DM to circulate information to clubs over the coming months and highlight that there will be some action required – 22/06/2019.
5. & 6. CEO Report and Operational Proposals	<p>5a) Analytics</p> <ul style="list-style-type: none"> • Action: Board members to review analytics and any feedback should be emailed to TW/DM – 28/02/2019 <p>5b) Engagement plan update</p> <ul style="list-style-type: none"> • Action: Board members to add own relevant stakeholder relationships to plan – 28/02/2019 <p>6a) GDPR</p> <ul style="list-style-type: none"> • DM has asked for a second review of requirements – pending • AB met with UK Sport informally and lobbied around threshold. No further updates on this. <p>6b) EHA Shop</p> <ul style="list-style-type: none"> • Action: Board members to review proposal and advise of their decision via email TW/DM – 28/02/2019 <p>6c) Policy Review allocations</p> <ul style="list-style-type: none"> • Action: Board members to review their allocated policy review items and let DM know of any changes – 28/02/2019
7. Safeguarding	<p>Update on current cases</p> <ul style="list-style-type: none"> • The Board discussed any actions that had been highlighted as red within the safeguarding standard and how these could be addressed. • CJS suggested that volunteers can help fill the gap on competition days so that the safeguarding standard can be upheld by England Handball. • It was noted that there should be a distinction between safeguarding lead and coach. • Action: DM to start to capture the evidence outlined in the standard and create a specific shared folder to store it – 30/03/2019.
8. AOB	<p>Any AOB identified in Agenda Item 2d:</p> <ul style="list-style-type: none"> • Nothing additional added
9. Date of next meeting	<p>30 March 2019 – Stoke Mandeville Stadium, Aylesbury – alongside junior play-off fixtures.</p>