



MINUTES OF A CRICKET WALES BOARD MEETING HELD AT 10-30am ON TUESDAY 28th JULY 2020

VIA TELECONFERENCE CALL

Present: Rod Jones(RJ) (Chair); Tony Moss(AM); Leshia Hawkins (CEO); Hugh Morris(HM); Colin John(CJ); Sue Phelps(SP); Tariq Awan (TA); Kerry Lloyd(KL); Mark Frost(MF); Ieuan Watkins (IW); Sian Webber (SW); Richard Penney(RP); Tim Masters (TM); Jeff Bird (JRB); Susie Osborne (SO)

- Welcome:** RJ welcomed all to the meeting
- Apologies for absence:** Apologies for absence were received from Jennifer Owen Adams and Huw Morgan
- Declaration of Interest:** None
- Minutes:** The minutes of the 28th May 2020 Board meeting (distributed previously) were accepted as a true record and were signed accordingly by the Chair.

5. Matters arising:

5.1. ECB Directors Appointments:

5.1.1. RJ advised the meeting that he had received a pleasing number of applications for the Independent and Recreational Director appointments. Unfortunately, due to the recent return to cricket circumstances the meeting of the selection panel had been a delayed. The Panel is now due to meet tomorrow (28th July) with interviews taking place early next month.

5.1.2. Since the last meeting, TA has advised RJ that he will not be seeking re-election. On behalf of the Board, RJ thanked TA for his contribution and support throughout his current term.

5.1.3. RJ also informed the meeting that HM and JB would again be the Glamorgan CC nominees for the forthcoming year.

5.1.4. RJ said that as there were no further Board meetings before the AGM in September, there would have to be an interim Board meeting at the end of August to approve the final Director appointments. CJ agreed adding that such a meeting would have been necessary to approve the year-end accounts prior to the AGM. The proposed date was 24th August.

Action: RJ to confirm date and time of August interim Board meeting.

5.2. Employee Handbook Amendments: LH informed the meeting that IW had completed the wording of the safeguarding amendments for the Handbook and these would be presented at the next Board meeting with other amendments, policy reviews and affiliation fee proposals.

5.3. Academy Training: HM confirmed that the Glamorgan Academy training had resumed.

5.4. HM informed the meeting that Glamorgan CC will pay £50 travel expenses to pathway players if the total travel distance is greater than 240 miles. RJ stated both Glamorgan CCC and Cricket Wales would keep total costs to parents under review.

6. Safeguarding Report: Prior to the meeting, IW distributed his Safeguarding Update. He summarised as follows:

6.1. Safe Hands Portal: The new SH Portal testing is underway, involving Vale, Creigiau, Rogerstone, Llanarth and Haverfordwest alongside the ECB development team. Initial results are encouraging. Next stage will be to test with live data at 15 Welsh Club Mark Clubs.

6.2. Close the loop: Cricket Wales, Glamorgan CCC and the ECB have been working collaboratively with the NSPCC Child Protection in Sport Unit to support this national campaign.

6.3. Gymnastics: Recent revelations in USA Gymnastics and following allegations relating to UK Gymnastics have been a sobering reminder of how important strategic understanding and ownership is to ensuring children are safe in sport. The ramifications of failing to support and encourage safe environments would be significant.

6.4. Cases: A number of new safeguarding cases have been processed in recent months. Anonymised details of one case was shared with the Board. The incident demonstrating the effective operation of safe recruitment and an effective safeguarding structure.

6.5. Minimum Standards: The plan to introduce full ECB safeguarding standards for April 2021 remains in place on the assumption the Safe Hands Portal is fully operational and there is sufficient lead-in-times for clubs, otherwise we may have to delay compliance to the 2022 season. The strategic intention remains that we want to provide the safest cricket in all of England and Wales. The Child Welfare Council will meet in October to determine how best to approach the delivery of these standards.

6.6. In answer to questions from this meeting, Ieuan explained that gaps remained operationally in some areas, most notably in terms of Coach compliance and data visibility. The Safe Hands Portal will assist in making compliance more transparent and visible. This will allow us to develop a process where clubs are supported to achieve mandated minimum standards.

7. Chair's Report:

7.1. Return of Cricket: RJ said that he was pleased to report the return of club cricket throughout Wales. He expressed his thanks to the ECB for the tremendous amount of work behind the scenes and to LH and her team for their work in ensuring that cricket is the first team sport in Wales to recommence playing. RJ also commented that he had been made aware of very positive feedback from the Welsh Cricket fraternity regarding the support provided by Cricket Wales during these unprecedented times.

7.2. ECB: RJ advised the meeting that he had received an invitation to attend a meeting on 14th August with Ian Watmore, the new Chair of the ECB. He said that he intended to stress the fact that Covid-19 had highlighted that Wales was a devolved nation and that it was important to ensure early involvement with the appropriate representatives in Welsh Government with regards strategic decision making.

7.3. AGM: RJ said that he intended to hold the AGM in the scheduled date of Sunday 20th September even if this meant electronically.

Action: RJ to confirm any legal implications of holding the AGM remotely and will seek counsel from Glamorgan on their experience.

8. CEO Report July 2020: Prior to the meeting, LH had distributed a copy of her Board report. Points of discussion included:

8.1. Return to cricket: LH said that she was very proud how Cricket Wales had performed during the pandemic and particularly with the speed of progress over recent weeks. LH was also very grateful to ECB for allowing us to use their scientific evidence and risk mitigations which allowed Cricket Wales to publish guidelines promptly after the last official review of lockdown restrictions by the Welsh Government.

8.2. Furlough: LH advised the meeting that following discussions at the recent Finance Committee, it had been agreed that Furlough would cease for casual workers at the end of July. LH also reported that some staff had been taken back on a part-time basis during July and it is anticipated that this number will increase during August and September as cricket activities continue to increase.

8.3. Digital Communications: LH reported that the quality and volume of communications continues to improve on our existing platforms with our Twitter following recently exceeding 6,000, while work continues on a more formal Social and Communications strategy.

8.4. Equality Standard in Sport: LH advised the meeting that we had received formal re-accreditation at intermediate level.

8.4. RP raised a question regarding training sessions. He asked whether a session could include more than one group of 30 players, if the training area was large enough. TM said that under the spirit of the guidance issued, two groups of 30 players would be allowed in the same session provided there was sufficient distance between the groups to avoid any interaction.

9. Cricket Operations: Prior to the meeting, MF/MT distributed a document for discussion.

9.1. Covid-19 response: MF summarised highlights as follows:

- A number staff have been un-furloughed in order to recommence some activities.
- On-line communications have been significantly improved including increased use of bi-lingual content.
- Live streaming of Glamorgan CC games offers a true pan Wales opportunity to access the professional game at home.
- Cardiff City Council have advised us that they will be re-instating just under 50% of playing pitches following Covid-19 which will provide a challenge to clubs arranging fixtures.
- Area Managers have ensured that all clubs have been made aware of the availability of the second and third wave of funding.

9.2. RJ asked what we could expect from the proposed re-structuring of the game, for example with regards to Disability and BAME. MF said that he intended to present proposals to the December Board meeting.

Action: MF to present proposals at the December Board meeting.

9.3. Development and Performance: MT summarised as follows:

- The Google Classroom resource has been an overwhelming success with almost 400 participants, providing very positive feedback from parents.
- It has been decided not to proceed with the RPC programme this summer. The programme is now scheduled to re-start in January 2021 although the format of delivery is still to be decided due to the uncertainty surrounding the availability of venues and the reduced capacity within those venues.
- MT advised that since the paper was distributed, after a vote of 11-9, the National Counties Cricket Association has decided not to proceed with this season's planned T20 tournament.
- Discussions are still on-going to proceed with the Regional re-structure.

9.4. TM said that it was important to get feedback from the network of the experience of getting back to cricket. So far, the ECB has provided £25m funding support to clubs and the County Boards have been guaranteed funding until January 2021.

9.5. LH said that we are offering clubs an opportunity (free of charge) to attend a Covid-19 awareness course which will provide advice and guidance towards a safe return to cricket. MF also pointed out the fact that there are plenty of tools on our website to provide such assistance.

9.6. JRB asked what advice we could provide clubs regarding the use of public bars within the clubhouse. LH replied that with regards public bars, clubs should follow the guidance from Welsh Government.

9.7. SW commented on the excellent quality of our recent webinars and the positive feedback she had experienced within her region. LH said that follow-up webinars would be considered although the Area Managers were always available to answer queries.

10. Finance: Prior to the meeting, CJ distributed the 3 months Accounts to 30th June, a budget for 9 months to 31st March 2021 and a financial summary paper submitted to the Finance Committee by LH.

10.1. Budget: CJ reported that, due to the inactivity caused by the Covid-19 situation, the 3-months accounts are showing a surplus of £209k. For the benefit of our funding partners, it is imperative that we can account for this surplus and specify how we will use it going forward.

10.1.1. CJ advised the meeting that the 9-month budget had been approved by Finance Committee with the caveat that, due to the huge degree of uncertainty, amendments will be required as and when circumstances change. CJ said that we are required to produce a 12-month budget and so this will be a combination of the 3-month actual and the 9-month budget figures. CJ said that in these difficult times, reporting a surplus was a benefit because we have to prove to our auditors during the current audit that we are a going concern.

10.1.2. LH said that we must prepare for a worst-case scenario, which could involve a second wave of the virus while trying to deliver as much as we can during the next three months. CJ congratulated LH on her work during the Covid-19 crisis in what has been for her, a true 'baptism of fire'.

10.1.3. TA asked if we will be able to utilise any underspends. CJ said that this was an area of uncertainty and we are relying on the continued support of our funding partners.

10.1.4. Following further discussion, the meeting approved the 12-month budget proposals.

10.2. Employee Benefits Insurance: CJ advised the meeting that a document outlining a number of quote options from the insurance broker Thomas Carroll had been submitted to Finance Committee. The quotes covered, Group Life, Group Critical Illness, Group Income Protection and Group PMI.

Following discussion, the Committee had agreed not to proceed with the Group PMI option and to request a Group Life quote at four times annual salary for comparison purposes (current quote showing two times salary). With regards to the other quotes, the Committee agreed the annual premium as follows:

Group Critical illness £3,528.00 pa

Group Income Protection £1,665.48 pa

The meeting agreed the Finance Committee recommendations.

10.3. Reserves Policy: With regards to the revised wording of our Reserves Policy, CJ said that our Auditors (Baldwins) deal with a number of companies similar to ourselves and they have agreed to review those company's reserve policies to produce a form or wording that we can use. The wording will be more from a commercial rather than a 'nice to have' standpoint. CJ agreed to deliver a verbal update at the next Board meeting.

Action: CJ to provide update at next Board meeting.

10.4. CJ advised the meeting that the cost of Furlough was set to rise as the Governments contribution decreases in monthly from the current 80% to 60% by the end of October with the employer expected to make up the difference.

11. Commercial and Digital: Prior to the meeting, MT distributed a paper which sought approval for a new website and a modest brand development. The paper summarised the key aspects of the tender process and the reasons for the choice of the recommended new website provider, Uprise VSI. After some discussion, the meeting approved the appointment.

12. Working with Glamorgan Cricket:

12.1. Pathway Contract: LH advised the meeting that the all outstanding issues had now been resolved and the contract would be signed early next week. RJ said that due to the time taken to resolve these issues, the first review date has been put back one year from that in the initial document.

12.2. Joint Strategy: LH said that future funding from our funding partners was currently obviously an issue, causing significant uncertainty. HM said that there would be more visibility on finance from the ECB in October and therefore, that will be the time to review and finalise the arrangements. RJ suggested having another discussion at the end of October through the Wales Cricket Steering Group. This was agreed with JRB as Chair to finalise a date.

Action: JRB to finalise date for WCSG meeting in October.

13. Sport Wales Update:

13.1. SO thanked LH and her team for the excellent work on the 'return to play' process.

13.2. SO advised the meeting that Sport Wales was looking at a new investment model of which two elements were already in place with a third element due for implementation in April 2021. There are plans for discussions with all NGB's in September to explain the rationale behind the new model.

13.3. SO reported that Sport Wales was still under-going a re-structure which has meant a number of personnel leaving the organisation. Consequently, the organisation is not currently operating with a full quota of staff in certain departments, meaning that service levels may fluctuate until the re-structure is finalised.

13.4. SO said that the current Covid-19 circumstances has meant we have had to view sport differently. Therefore, as we become 'more normal', we should take the opportunity to hold onto the things that have worked well in adversity and similarly, to consider whether processes that were stopped need to be re-started.

13.5. RJ thanked SO and acknowledged the support received so far received from Sport Wales during the pandemic.

14. AGM: As stated earlier, RJ confirmed that the AGM would take place as scheduled on Sunday 20th September probably via teleconferencing. The time of the meeting is to be confirmed.

Action: RJ to confirm time of AGM

15. Managing Risk: Prior to the meeting, LH distributed a copy of the new format of the Risk Register for reference by the meeting. She advised that this document would be on the agenda at all future Board meetings.

16. Dates of the 2020 meetings:

- a. 10.30am – 12-00pm Monday 24th August 2020 – ***Date and time to be confirmed***
- b. 10-00am Sunday 20th September 2020 AGM - ***Time to be confirmed***
- c. 10.30am – 3-30pm Thursday 3rd December 2020

Action: RJ / LH to agree Board meeting dates for 2021.

17. Any Other Business:

17.1. AM wished to thank and emphasis the excellent work of the Area Managers in providing advice and assistance to the cricket fraternity in Wales during the Covid-19 crisis.

The meeting closed at 12-30am

SIGNED: Rod Jones..... Date:

