

# Minutes Cricket Wales Board Meeting Held At 10.30am on 20 February 2024 Cardiff

Attendees: Tim Masters Chair (TMi); Sue Phelps (SP); Colin John (CJ); Mark Frost Interim CEO (MF); Chris Last (CL) Minutes Sandie Keane (SK)

On Line: Tony Moss (TMo); Samara Afzal (SA); Neil Pearson (NP); Jo Holley (JH); Huw Morgan (HM); Andy Fairbairn (AF) left at Item 12 12.30; Gareth Rees (GR) left the meeting at 12 pm item 11; Linda Medlicott (LM) joined for item 8 only; Mark White Matt Dando Thompson (MDT) joined for item 11 only.

- 1. WELCOM
- 2. APOLOGIES FOR ABSENCE Fay Benningwood, Carl Alexis
- 3. DECLARATIONS OF INTERESTS none
- 4. TO APPROVE THE MINUTES OF THE CRICKET WALES BOARD MEETING HELD ON 21st NOVEMBER 2023 approved
- 5. MATTERS ARISING

**Articles update** – Chair briefed membership at the AGM. Detailed review to follow in early 2024 draft being considered 6<sup>th</sup> March– Covered in this Agenda Item 14. **Ongoing** 

**Articles** – Gov Comm to ensure clarification is contained in Article review on block votes. Covered in this Agenda Item 14. **Ongoing** 

**Recreational Game Director recruitment** – recruitment will commence following the CEO's recruitment process. Chair highlighted the need for representation from across all geographies in Wales particularly in relation to rural cricket and West Wales area. Covered in this Agenda Item 13. **Ongoing**.

**Governance and Operations** FB to gather data on how other sporting organisations engage with members regarding AGMs. **Ongoing** 

Directors Appraisals - Chair to carry out appraisals January 2024. Closed

Sub Com ToR - Gov Com needs to rationalise ToR for Sub Comms. Ongoing

**CEO Recruitment** – Nom Comm to appoint interview panel. Covered in Agenda item 13. **Closed** 

- 6. CHAIR'S REPORT (verbal) for information
  - 6.1. CPA meeting with Glamorgan will be discussed in CEO report.
  - 6.2. Project Darwin 8 professional Women's County sides in a new Tier 1 will replace the existing regional teams. Counties are required to tender to be one of the 8 Tier 1 teams with applications open until 10th March, and decision made by 19th April. There are four key areas which will be considered in evaluation; vision & mission, quality cricket, passionate fans, and long-term value to the game. The remaining 30 counties will be in Tier 2 & 3. MF stated Glamorgan had invited Dawn Bowden, Deputy Sports Minister to the ground to get support for submission to ECB. GR stated that from Glamorgan perspective was that it is a great ambition to achieve Tier 1 status.
  - 6.3. The Hundred and future of the game. ECB will possibly franchise out teams but retain the competition. ECB ownership will be 49%, host venue 51% with private investors being offered a stake. Hope is to have this in place by 2025 season. ECB will conduct commercial discussions on the hosts behalf. HM asked how broadcasting/rights will be shared? TMi stated that rights to stay with the ECB. There were discussions around completely franchising but that is not want the ECB wants to happen. CL asked if that was part of the medium-term strategy? AF stated the ECB were advised that the time is right now to franchise.
  - 6.4. ECB AGM to be held at Glamorgan on Tuesday May 14<sup>th</sup>, 2024. HM asked if contact could be made with Old Trafford regarding their experience of hosting AGM last year. It would be good for CW to be involved. AF stated there was a panel of speakers last year who had a local presence. Good opportunity USP for Cricket Wales. Action: Chair to speak with JOA/LH around AGM.
- 7. INTERIM CEO's REPORT For information
  - 7.1. MF stated CW are pleased with number of grants secured for clubs.
  - 7.2. Regarding recent tweets from FAW and move to a summer season for football discussions to be held with FAW.
  - 7.3. AF asked for a breakdown of the £2 million facilities spend. MF confirmed that can be forwarded to him for information. VJ attended ECB fine turf conference and can feedback on that. **Action**: MF to share breakdown of spend.
  - 7.4. TMi stated gender balance of board has changed and will be noted by key stakeholders. Sport Wales have requested a Board Diversity Action Plan. AF confirmed good progress has been made with Governance and EDI. SF queried if there was a recommended % on board membership. SW expect 60/40 split. ECB is 30% CPA standards with an expected move to 40% by 2027.
- 8. SAFEGUARDING (Linda Medlicott dial in) For information & Policies for Approval
  - 8.1. Safeguarding Report. No further information on a recent case. The case management has transferred to Sport Resolution as an independent investigation.

Once the investigation has been completed a lesson learned exercise will be carried out and safeguarding procedures will be updated in accordance with external investigation findings. Low level reporting NSPCC training which is compulsory will be attended by LM who will update clubs with new training model. The ECB have 2 new referral forms for Low/High query. LM to see if CW can combine those. Low level concerns have already been processed. ECB have set up a new Cricket Regulator Department that is independent from ECB as recommended by ICEC report.

- 8.2. Deputy Safeguarding Lead starts 18th March. Debbie Lyons Treadell.
- 8.3. Review CPSU: CW have fully met highest tier, shorter audit later this year. ECB have invited LM to consultation panel on Anne Craft / Trussel Trust. TMo asked if CSO had to put historical low-level items onto the system. LM confirmed when the system starts clubs are to report new items only as there is no capacity to go back to clubs. LM has updated records on what was already held.
- 8.4. SP enquired re 'lessons to be learned' about a recent live case. LM will hope to look at this and work out how we collaborate in the future.
- 8.5. SP queried DBS for Scorers ECB's review of what role scorers undertake is that they are not in regulated activity. Young people learning to be scorers working alongside existing scorers was raised; in this case existing scorers are required a DBS as considered to be training juniors and this will be included in planned webinar.
- 8.6. TMi stated point 4 on LM report focus on pathway as an additional risk. There are a series of ECB pathway workshops that Chair and LM/MDT will attend which will highlight how the risk needs managing and raining to all coaches will be required.
- 8.7. Safer Recruitment Policy Paper and Policy for Approval to follow. MF stated that this was an upgrade on our recruitment policy and CW has started to apply this policy to permanent contracted staff. The executive is looking at how CW can effectively implement this across casual staff; in the interim the full policy will not be applied but a risk-based approach will need to be implemented while further work is carried out on the application of the overall policy for this area. An update will come to board in April. CL asked if social media checks are included and can it be mandated. SA stated most boards request this as a standard. This will need to apply to senior levels, as part of a job offer. LM stated that sport bodies offer this prior to inviting to interview and whilst not legislation organisations do use this to ensure there is no risk before employing. Action: for Director and Board Level include in the policy to make mandatory and asked to pass on any concerns to CW. Board approved the policy with these amendments.
- 9. FINANCE (CJ) Sports Wales Funding (verbal report)
  - 9.1. There will ultimately be a 50% reduction from the base year 22/23. There was a smaller deduction this year with 24/25 being 15% and an additional 3.5% from impact of overall Welsh Gov funding cut; in 25/26 the 50% reduction from base year is expected. Further cuts may be required depending on Sport Wales overall funding

from Welsh Government. Fin Com will look at this in next meeting **Action**: Fin Com to produce a framework for further discussion on the options that CW has.

- 9.2. FY 24/25 Budget & Operational Plan For final approval Recommended to Board by Finance Committee (including appendices; Simplified budget to follow) Narrative relating to budget in operational plan. Budget 23/24 planned deficit has turned out to be a surplus. The planned budget for 24/25 shows an increase in deficit (£278k) which is due to extra salaries from staff being recruited. The salary figure will increase expenditure by £130K. Re line 5 release of deferred income brought forward, this has not been released and will reduce planned deficit. There is deferred income from SW of £50K to be used 23/24. Also some deferred income from ECB (£100k) needs to be utilised therefore the deficit will be less due to deferred revenue. Fin Com met recently and note that reserves are higher than CW wishes. Moving forward CW is looking to spend more on other programmes. A bench marking exercise has been put in place to review staff salaries to ensure they are at the appropriate level. Programmes can be increased in addition to what is being currently run. Facilities are also being looked at along with coach development and volunteer's support. On the other hand, funding will be cut back significantly over the next few years and there is a fine balance to hold sufficient reserves to cover future staffing. Action: Fin Com will review at next meeting. The budget and business plan provided was agreed as a provisional budget.
  - 9.2.1. AF thanked CJ for paper and context. 25/28 period would see some growth of income for cricket boards, Chief Exec of ECB stated recreational cricket would see £7m; any increase to Cricket Board core funding is being worked through at the moment. Hoped Cricket Boards will know by the end April/May.
  - 9.2.2. TMi regarding recreational game funding programme asked if this would underpin core costs as the impact of inflation could leave county boards at a loss. AF asked if some of the budget interest figures may need to go up in next year's budget.
  - 9.2.3. GR queried the figures of pensions going down by 17% in next year's budget. **Action**: CJ will look into this.
  - 9.2.4. MF stated there is a planned increase in coach development running more courses. The new Coach Development Manager will galvanize more courses once in post and will look at how we run coach education more effectively.
- 9.3. General Finance Committee Report inc Management Accounts (if available) For information (verbal update) a pro-rated budget for the year to date with variance column was presented to the Board. CJ highlighted areas of expenditure that will be rectified, as some Pathway competitions take place later in the year. CJ stated there is an underspend in salaries due to a slow down in a recent recruitment campaign. Some bank interest wasn't budgeted, and digital marketing/Welsh language codes are under spent which leaves a surplus at the 9 months stage and that a deficit of £140k is unlikely to be achieved rather it will likely be a surplus again for this year. Costs are being looked at and where variances can be improved upon. The 24/25 outcome will likely be a deficit for the year. CJ passed on thanks to MF for his support with papers.

### 10. DIVERSIFYING INCOME

- 10.1. Foundations Paper for discussion whilst other options are being discussed (see below), the existing Community Foundation Wales <u>Cricket in Wales</u> scheme means that funding can be gift aided and is still an option to be considered amongst those below.
- 10.2. Oaks (the ECB recommended advisors) had recommended initially that CW should set up a separate charitable interest company. Oaks had initially been

influenced by the charitable direction of a Foundation where the emphasis needs to be on Grass roots open to all, rather than selective activities. Given that subsequently Oaks realised that CW activities are predominantly grass roots, they were more open to the idea of CW being set up as a foundation and with changed articles. CW would need to take specialist legal advice. Whatever funding vehicle CW uses in the future it would still need a fund-raising strategy. CL stated initial funds would be needed to get this off the ground, however if CW get the right stakeholders involved this would benefit CW. GR are there any potential templates about other sporting organisations? The WSA are setting up their own foundation. SP stated that directors would become trustees and therefore would report to both companies' house and charities' commission. TMi stated that it does not change the work CW is doing but how CW is seen in public domain. AF the responsibility to the core work still stands but by becoming charity it does give license to work in other areas. CL asked if the CFW £33K can be moved **Action**: Board agreed for the CEO to continue conversations with Legal Advisors and Glamorgan as potential partner.

## 11. CRICKET OPERATIONS Verbal Update

- 11.1. MDT updated the Board on the Pathway programmes. Highlights were.
  - 11.1.1. The Disability Team Captain, Dan Quick is currently training with the England Cricket Team.
  - 11.1.2. The Wales NC open trial has been a success.
  - 11.1.3. At regional level a change in trial/ selection process was shared with the Board. TMo queried whether safeguarding issues had been adhered to with regard to sharing of selection videos. MDT confirmed a clear information sheet was used in conjunction with the videos.
  - 11.1.4. The bursary fund is now closed and £10k has been allocated to 54 players, with a level of support between £100-£450.
- 11.2. MW updated the Board on operational report. Junior teams are seen as a priority to see more transitioning from National Programmes into teams. There has been a small increase 12% SW Wales, 9% SE Wales entries into leagues. Challenge we have is capacity, i.e. facilities need to grow to support. CW are looking at reaching wider audiences for national programmes and MW is meeting with groups like Mumsnet. C2S work in schools has delivered 50% of the programme so far. Club support meetings with clubs have started, with positive feedback being received. A new competitions Officer has started, and her role is around setting up competitions and supporting junior leagues. Clubs have been supported with County Grants applications and the deadline for Club Mark is 30<sup>th</sup> April. There is a table cricket final in SW on 13<sup>th</sup> March Board members are welcome to attend. Street cricket is active across 15 live sessions being run. A recent Wicketz YouTube video is recommended viewing. Street cricket and Wicketz are collaborating to run a 10-week training programme at Sophia Gardens for potential pathway players.

The Chair pass on his thanks to the teams for their diligence and hard work.

#### 12. AFFILIATION & JURISDICTION PAPER FOR DECISION

12.1. The club affiliation process is going to be changed this year with clubs being asked to sign up to the Anti-Discrimination Code and General Conduct regulations.

Clubs will also need to sign up to Safe Hands Management System (SHMS) which brings club in line with safeguarding guidelines. TMi stated this will give CW the ability to act and reduce risk and mitigations, formalising good practice. TMo asked how this all fits together as Leagues already have conduct regulations. TMi confirmed that clubs with issues with still firstly link with the support of Leagues whilst CW will act as a final point of contact. Board approved the paper. Action: MF to send new terms and conditions for signature by clubs

# 13. EQYUITY, DIVERSITY & INCLUSION

- 13.1. EDI Sub Committee Chair's Verbal Update (SP/MF) for information. SP stated EDI SubComm had discussed how CW can issue more frequent (external) reports demonstrating the more impactful areas of work. It was suggested using a multi-pronged approach with a video twice a year, written reports and social media posts to show case the work being done. Where possible reports should demonstrate lived experience.
- 13.2. Moving to inclusion Verbal update. The combined sports council initiative M2i CW has already made some progress working with two other sports and a mentor using a self-assessment tool.
- 13.3. EDI Census (ECB data) (MF) paper see spreadsheet. This was a useful opportunity to complete a mood check with staff and identify areas for concern. Executive to consider any actions required

#### 14. NOMINATIONS (TMa)

- 14.1. CEO Recruitment verbal update. Offered role to Barry Cawte, CEO Scottish Hockey, hoping to start 10 June. Announce appointment week beginning 4<sup>th</sup> March. Chair passed thanks to everyone involved. Thanks to MF for quality of interview and the way he has carried himself. Chair has met with MDT. McBride supported with the administration.
- 14.2. Recreational Game Director verbal update pause on this recruitment and pinning down the process within item 15. Align Director appointment with AGM. Chair would like to ensure that female and W Wales candidates are encouraged to apply.

#### 15. GOVERNANCE (TMo)

- 15.1. Articles Revision verbal update Consultant working to support the process. Produced a new set of articles based on 2006 model. Draft articles will be ready Gov Com 6<sup>th</sup> March. Report to Board in April.
- 15.2. Staff Handbook Approval (MF) Externally supported with review. further consideration needed around maternity & paternity leave. Board approved revisions.
- 15.3. Feedback from Director 1-2-1s (TMa) verbal update. Visibility of Board to staff and Members can be improved. More time needed at Board for discussions on strategic items, opened up to board for suggestions for topics. Timings of meetings majority want to stay as is. Board meetings in July want to change to 2-day meetings to meet as board/SMT to discuss strategic plan. Joint session with SMT. To be held in N Wales.

- 15.4. Representation on Glamorgan Board verbal update Board agreed Chair covers as interim and new CEO to take up on their appointment. Chair to notify Glamorgan
- 16. MANAGING RISK (MF) for information
  - 16.1. Risk Register paper (MF) additional item MF updated the Board that a complaints register has been put in place formalised (non-safeguarding items). **Action**: Gov Com agenda to review Risk Register.
  - 16.2. Risk Register was shared with the board.
- 17. SUB-COMMITTEE MINUTES for information
  - 17.1. NomCo 18th January 2024 approved.
  - 17.2. EDI 6th January 2023 approved.

Board meeting dates for 2024 – venues to be confirmed; majority will be Cardiff, all of which will remain as 10.30am starts.

Date: 23rd April 2024

Tuesday 20th February 2024

Tuesday 23rd April 2024

Tuesday 16<sup>th</sup> July 2024 – proposed two-day meetings with SMT North Wales

Tuesday 1st October 2024

Tuesday 19th November 2024

Board Review & Appraisals to be conducted Autumn/Winter 2024 / 25

Meeting closed 13.00.

Dr Tim Master, Chair Cricket Wales Board

