

**MINUTES OF A CRICKET WALES BOARD MEETING HELD AT 10.30am ON TUESDAY 25th MAY 2021**

**BY TELECONFERENCE**

**Present: Rod Jones (RJ) (Chair); Tony Moss (TM); Leshia Hawkins (CEO); Colin John (CJ); Huw Morgan (HDM); Jeff Bird (JRB); Sian Webber (SW); Jennifer Owen Adams (JOA); Gareth Lanagan (GL); Richard Penney (RP); Hugh Morris (HM); Kerry Lloyd (KL); Sue Phelps (SP); Mark Frost (MF); Matt Thompson (MT); Ieuan Watkins (IW); Rebecca Rothwell (RR); Sohail Rauf (SR);**

1. **Welcome from Chair:** RJ welcomed all to the meeting.
2. **Apologies for absence:**  None
3. **Declaration of Interests:** None.
4. **Approve minutes of Previous meeting:** The minutes of the 11th March 2021 Board meeting (distributed previously) were accepted as a true record and were signed accordingly by the Chair.
5. **Matters Arising:**

**5.1. Skills Matrix**: RJ advised the meeting that all the personal data for the Board members had now been entered onto a master spreadsheet which he had forwarded to the Chair of GovCom. The purpose of the exercise was to improve the Board recruitment process by determining what skills we were missing and what skills we have that will have to be replaced as Board members’ tenure expire.

1. **Chair’s Report:**

**6.1.** RJ said that he was very encouraged that Recreational Cricket in Wales had commenced its season on time.

**6.2.** RJ referenced recent “above and beyond” efforts by our area managers and other staff in supporting various activities and initiatives for our leagues and clubs in their areas. It was a reminder to us all of the work being put in on an every-day basis, often at unsociable hours. He asked that these sentiments be passed onto the AM’s.

**6.3. EGM**: RJ reported that all proposed amendments to the Articles of Association were passed. There were some votes against certain proposals, particularly where Cricket Wales now has the power to impose penalties for non-compliance in areas such as safeguarding and anti-discrimination requirements from ECB. RJ said that both he and LH emphasised to those present at the EGM that such powers would only be used as a last resort. It was important that Cricket Wales kept to this commitment. RJ also advised the meeting that as the amended Articles will require the Chair to resign from all other positions held within Cricket in Wales, he would not be standing again for Chair when his tenure expires later this year.

**6.4.** RJ congratulated the staff on the work being done to maintain the growth of the All Stars and Dynamos programmes where Wales continues to be one of the standout performers among the County Boards.

1. **CEO’s Report:** LH said that she would like to place on record her thanks to RJ for his outstanding contribution to the game of cricket in Wales during his tenure as Chair of Cricket Wales. Prior to the meeting, LH distributed a copy of her CEO report and discussed the main points as follows:

**7.1**. LH reported that Mojeid Ilyas, our new Diverse Communities Cricket Officer had made a very impressive start to his role. He has already organised indoor cricket activities at the Sophia Gardens Stadium and taken part in an interview with BBC Wales on his new role.

**7.2.** LH reported excellent statistics associated with the All Stars and Dynamos Programmes as well as those of our Social Media platforms.

**7.3.** LH advised the meeting that our new branding was now prominent at the Sophia Gardens stadium thanks to Glamorgan CCC granting us free advertising space around the pitch perimeter. This had been evident on Sky Sports at the recent fixture against Yorkshire.

**7.4.** LH reported that she was in discussions with Masuri to provide some sponsorship. This will involve a cash donation, a quantity of kit and on-line staff discount. Masuri will also be opening its new shop within the stadium.

1. **Safeguarding Report:** Prior to the meeting IW distributed a copy of his Safeguarding Report.

**8.1**. **Safe Hands Management System (SHMS)** – IW reported that this continues to progress steadily with the strategic intention to roll out to the remaining 50% of clubs in the Autumn.

**8.2. Safeguarding Standards 2020**: IW reported that he has now met with all senior leagues in Wales and there was broad support for the roll out of the minimum standards previously agreed by the Board:

1. Must have SHMS Administrator registered with ECB and active

2. Must fully list all Club Safeguarding Officers, Captains and Coaches and other relevant roles on SHMS

3. Club Safeguarding Officer must have ECB registered DBS, Safe Hands and SPC/SYC or replacement

4. Junior Team Managers must have an ECB registered DBS and SPC/SYC or replacement (ideally First Aid also)

5. Captains (& regular stand ins) must have an ECB registered DBS

6. ALL Coaches must have a Coaching Qualification, ECB registered DBS, First Aid and SPC or SYC or replacement

7. You **MUST NOT** coach in Wales unless fully accredited.

IW advised the meeting that there will be increased scrutiny from the ECB and increased visibility of compliance data.  As a Tier 1 CPA objective, this is very high on the agenda and a clear line in the sand is to be drawn moving forward.  There will now be a two-stage process:

* One/two members from each senior league in Wales will be invited to a meeting to draw up the process for managing non-compliance.  It is critical that the same process is in place across Wales.
* In parallel, the Safeguarding Counsel will meet to draw up the process where an individual or club is identified as non-compliant, this process will issue a Safeguarding Improvement Notice (SIN) to clubs managed through the League Safeguarding Officers.

IW stressed that the absolute intention is that no clubs are sanctioned but that we achieve 100% safeguarding compliance.  Clubs identified as having gaps or issues will receive wrap around support through the staffing and voluntary safeguarding teams.

**8.3. Affiliated Non-League Clubs**:

**8.3.1.** There are 14 clubs based within Wales who play their adult cricket in England.  These clubs taking part in the Liverpool & District, Shropshire and Marches Leagues.  The clubs however affiliate to Cricket Wales and as such we are responsible for ensuring they are compliant with safeguarding expectations. IW has called a meeting of all of these clubs. IW to work with LH on developing the expectations and collaborating with English Leagues and County Boards to ensure we do not have a blind spot in these areas.

**8.3.2.** Following questions from Directors, IW agreed to specifically link with high profile border clubs who play in England to ensure they are aware of Cricket Wales’s expectations. IW also agreed to consider the impact/risk of English Clubs playing their cricket in Wales. **IW to Action**

**8.3.3.** JOA asked whether we could try and encourage teams to come back into the Welsh league structure. RP said that they had previously been invited back, but only Northop Hall CC had entered a third team into one of the North Wales leagues. LH said that MF, herself and Sue Wells would look into North border clubs to determine whether there is a way for some of their adult teams to return to play in Wales, rather than travelling up to 2.5 hours to play in England, which is contrary to the feedback of virtually any player survey. **Action LH/MF/SW**

**8.4. Case Management** – IW reported that 2020 had been an exceptionally busy year with a significant increase in case management.  2021 had already seen several new concerns and high-level statistics were shared with Directors.  IW explained that all safeguarding cases are shared anonymously with the CEO, Chair and Board Lead for Safeguarding (Gareth Lanagan); this allows immediate identification of any learning and consideration of reputational issues.  In addition, should there be an overlap with Glamorgan CCC, cases are anonymously shared directly and confidentially with CEO Hugh Morris.

1. **Finance:** Prior to the meeting, CJ distributed draft accounts for the year ending 31st March 2021.

**9.1.** CJ said that due to the impact of the pandemic, this was the most difficult set of accounts he has had to report on. The lack of cricket activity had resulted in significantly less expenditure producing a significant surplus and significant deferred income.

**9.2.** CJ said that the current situation is very confusing and until our funding partners advise us as to what we are able to carry forward, it will remain uncertain. Added to this uncertainty is how the new Sport Wales funding model will affect our future funding. Obviously, we would like to retain this income and spend it on activities and projects that have been curtailed as a result of the pandemic. Also, if our funding is to be cut as a result of the new funding model, then we will need these reserves.

**9.3.** LH said thatshe was confident that Sport Wales would allow us to defer the £245k, reported in the COE estimate in February 2021, and was awaiting a similar positive response form the ECB. LH said that she had no concern regarding the likelihood of funding cuts for 2021-2022 but it is imperative we have plans in place to sensibly spend as much of the deferred income as possible and to grow reserves in anticipation of possible future funding cuts.

**9.4.** CJ concluded by saying that the next step was to firm up these draft accounts for presentation to the next Finance Committee in June before the external audit at the end of July.

1. **Governance Group:**

**10.1.** Prior to the meetingthe TOR’s of GovComm and the Nominations Committee had been distributed for approval. Following a short discussion both documents were approved.

**10.2. Nominations Committee – Proposed membership:** TM advised the meeting that the tenure of this group selection will initially be for the period up until the AGM in September. TM said that GovComm had considered who was currently available and had selected the following Board members for approval:

Huw Morgan

Jennifer Owen Adams

Sue Phelps

Colin John

Sian Webber

Richard Penney

The meeting approved the selection of the proposed members.

1. **Participation:**

**11.1. Participation Update:**  Prior to the meeting MF distributed a copy of a paper which outlining the progress being made in the following key areas:

* National Programmes: All Stars & Dynamos
* School Visits
* Women & Girls Cricket
* Schools Programme
* Play Cricket
* Welsh Cup & 2021 Competitions
* Officials
* Workforce Development Plans / Challenges
* Grants
* The Hundred
* Glamorgan CCC

**11.1.1.** RJ congratulated MF and his team for the excellent work throughout Wales particularly with regard to the success of the All Stars and Dynamos Programmes that had just exceeded the 6000 registration target. GL agreed, adding that he was convinced that the only issue we appear to have is providing enough new coaches to meet the increasing demand for places at clubs. MF said that some clubs had been more successful than others in attracting new leaders and so it is a matter of drawing on the methods adopted by these clubs. SR suggested a drive to persuade parents to take on a leadership role in the All Stars / Dynamos programmes.

**11.1.2.** GL also said that we should consider marketing the provision more to Welsh speaking audiences. LH said there is already a bi-lingual coaching option at selected clubs as well as us continuing to distribute bi-lingual marketing literature for the All Stars and Dynamos programmes.

**11.1.3.** Following further discussion around advertising and social media, LH said that herself and MF would provide a report on the National Programmes social media campaign and performance of advertisements, especially those in Welsh. **Action LH/MF**

**11.1.4.** In response to a question from RJ, MF confirmed that our diversity statistics were comparable with the national averages.

**11.2. Performance Update:** Prior to the meeting, MT distributed a paper providing a brief overview of pathway activity from April 2021 onwards for comment and discussion.

**11.2.1.** MT said he would like to express his gratitude to his Pathway Team on how they have performed since the recommencement of cricket throughout Wales. This was evidenced by the positive feedback he had received from parents of children within the programme. HM agreed and stating that it was important that the Pathway is supported.

**11.2.2.** MT advised the meeting that, with sensible conversations being had with some out-going regions around their outstanding reserves, six new bursaries have been introduced for 2021 up until 2025 totalling £7,500 per annum. All bursaries (maximum of £250 per player) have the sole intention to assist and support any regional cricketer with their endeavours and applications remain open presently. However, due we believe, to the perceived stigma of applying for assistance, very few applications had been received. JOA said that if we keep repeating the message that such help is available, it may eventually prompt a positive response. GL suggested promoting the awareness of these funds to parents at the All Stars and Dynamos level before considering entering their children onto the Pathway.

**11.2.3.** MT informed the meeting that the National Counties team was commence its season next weekend. Plans for a showcase game against Glamorgan CCC on the 20th July were still progressing and he thanked Dan Cherry for his assistance in this matter.

1. **Sport Wales Update:**

**12.1.** RR advised the meeting that that Sport Wales had completed the recruitment process for its Senior Management Team and the new staffing structure was now available on request. RR also reported that Sport Wales staff were now back in the office one day per week.

**12.2.** RR reported that Sport Wales has launched a campaign “Back in the Game” aimed at getting people to return to the game they had previously played.

**12.3.** RR said that she was willing to answer any concerns regarding the new funding model, either directly or via LH.

1. **Working with Glamorgan:**

**13.1.** HM said that the forthcoming Hundred competition was strategically very important to Glamorgan CCC and Cricket Wales because it will put cricket back in the public eye. Our prominence as a sport in Wales has waned over the last 30 years.

**13.2.** HM was delighted with the success of the Cricket Wales All Stars and Dynamos programmes and said that these are inextricably linked to the success of the Hundred competition. RJ thanked HM for the support given by Glamorgan CCC to these programmes.

**13.3.** HM said that Glamorgan CCC was working hard to get spectators back through the gates and the forthcoming game against Lancashire CCC will be a COVID pilot game when 1,000 spectators (capacity 15,000) will be allowed into the stadium. Our COVID plan is in place and has been signed off by Cardiff Council. If that game is successful, it will hopefully give us the green light to increase the numbers allowed in into the stadium in time for the start of the Hundred and Blast competitions.

**13.4.** In response to a question from SP, HM said that Glamorgan CCC was hugely disadvantaged compared to its counterparts in England where certain COVID restrictions have already been lifted. He said that it is very difficult to make any plans when you do not know what crowd capacity is allowed. HM said the Welsh Government is due to make an announcement on 4th June regarding further lifting of restrictions (if any) in Wales which makes it very difficult to plan for games starting in week commencing 7th June.

1. **Business Update and Strategy:** LH advised the meeting that she had received a draft of the CPA and, having taken independent legal counsel, had gone back to the ECB with a number of issues. Therefore, the current deadline for completion of the 28th May will have to be extended once again.
2. **Policies and Frameworks:**

**15.1. Subject Access Request (SAR) Policy:** Prior to the meeting LH distributed a copy of the proposed policy document. LH said that in the context of the SAR made to Cricket Wales last year and how important an SAR might be to an organisation’s reputation, it was felt prudent to formalise a policy and guide for staff, should this happen again. LH thanked IW and MF for their contribution in formulating the policy document. **The meeting approved the policy.**

**15.2.** Prior to the meeting, LH (for information purposes) also distributed a copy of a “Complaints Flowchart” which she explained was an exercise in making it clear where the lines of responsibility lay within the cricket network when dealing with a complaint.

 **16. Managing Risk:** Prior to the meeting, LH distributed a copy of the Risk Register.

**16.1.** RJ said that Funding still had a Red indicator due to the continued uncertainty of future funding levels from our funding partners. LH said that she would present a deep dive on the most important risks and mitigations to the next Board meeting.

1. **Groups and Councils:**

**17.1.** LH advised the meeting that the Facilities Group had met on 18th May in order to kick-start its agenda after the imposed COVID break.

1. **Board Meeting Dates 2021 (all to start 10-30am):**

**18.1.** RJ suggested that, if circumstances allow, the next Board meeting should be held at a designated venue with members in attendance rather than by teleconference. This was agreed, but with members having the option of using the teleconference option.

Tuesday August 24th 2021

Sunday 26th September 2021 – AGM (Date/time tbc)

Tuesday 26th October 2021

Tuesday 7th December 2021

1. **AOB**

 **The meeting closed at 12-55pm**

SIGNED: Date:

**Chair Cricket Wales**