**MINUTES OF A CRICKET WALES BOARD MEETING HELD AT 10.30am ON THURSDAY 28th APRIL 2022**

**Present: Jennifer Owen Adams (JOA) (Chair); Leshia Hawkins (CEO); Huw Morgan (DHM); Tim Masters (TM); Gethin Jenkins (GJ); Sue Phelps (SP).**

**Present on-line: Colin John (CJ); Tony Moss (AM); Gareth Lanagan (GL); Samara Afzal (SA); Richard Penney (RP); Gareth Rees (GR).**

**In attendance: Mark Frost (MF); Matt Thompson (MT); Ieuan Watkins (IW); Kerry Lloyd (KL); Rebecca Rothwell (RR); Shana Thomas (ST).**

1. **Welcome from Chair:** JOA welcomed all to the meeting with a special welcome for Shana Thomas, the new Co-opted member of the Board.
2. **Apologies for absence:**  Sian Webber and Andy Fairbairn
3. **Declaration of Interests:** None
4. **Approve minutes of Previous meeting:** The minutes of the 1st February 2022 Board meeting (distributed previously) were accepted as a true record and were signed accordingly by the Chair.
5. **Matters Arising:** Prior to the meeting, LH distributed a paper listing the matters arising from previous meetings. JOA confirmed that all these matters had been closed.
6. **Chair’s Report:** JOA gave a verbal report as follows:

**6.1.** JOA informed the meeting that she had stepped down from her full-time role with Teach First.

**6.2.** JOA advised the meeting that she is currently involved in the ECB’s on-going governance review.

**6.3.** JOA also reported that she has been involved in the recent recruitment process for the new Chair of the ECB. The first round of interviews did not provide a satisfactory candidate and so the process will re-start.

1. **CEO’s Report:** Prior to the meeting, LH distributed a copy of her CEO report which she would take as read. LH also commented as follows:

**7.1.** LH advised the meeting we recently received our first formal company wellbeing report from Champion Health. There were a number of positives around company culture, feeling supported etc but also some common (and expected) issues reported (especially at this time of year) around tiredness and workload. As a result of this feedback, a number of new health initiatives have been offered to staff.

**7.2**. LH advised the meeting that immediately prior to this meeting she had attended a meeting at the Senedd involving an All Party Sports Group discussing the challenges facing the sector, especially around facilities and climate change/sustainability. LH said that she has also invited to attend the Culture,

Communications, Welsh Language, Sport & International Relations Committee on 4 May 2022 to discuss the recent inquiry into participation in sport in disadvantaged areas.

**7.3.** LH reported that the fixture at Lords between WNC and the MCC had been a great success and enjoyed by all who were able to attend. LH congratulated MT for organising the whole event and MF for his hosting skills over lunch.

**7.4.** LH thanked GL for his various initiatives in promoting the use of the Welsh language in Cricket. LH advised that we have reviewed our current Welsh Language policy and re-set our goals for 2022 and will shortly launch our Welsh Language ‘critical friends’ group to help us deliver our ambitions and ensure we are as relevant as possible to Welsh speakers. LH said that we are still hoping to achieve recognition from the Commissioner for our commitment and progress in this area prior to the end of the calendar year.

**7.5.** LH said thatthe Board KPI Tracker (distributed prior to the meeting) showed that we are in good shape especially in the matters over which we have direct control.

**7.6.** LH reported that a new Girl Guides initiative has been launched this month to engage young girls, especially around the Hundred and other participation opportunities.

**7.7.** LH advised the meeting that the excellent work by Mojeid Ilyas providing cricketing activity during Ramadan was picked up for features by the BBC and ITV Wales. There were also a number of other features involving the work of Cricket Wales still to be aired on the BBC.

1. **Safeguarding Report:** Prior to the meeting IW distributed a copy of his Safeguarding Report. He identified specific areas to update Directors:

**8.1.** IW, his Deputy Dave Loosmore and Board Director Gareth Lanagan (GL) had attended the first annual conference of County Safeguarding Officers since 2019.  This was an excellent event with detailed inputs relating to the lessons learnt from Saville, the Voice of the Child and Case Management the most impactive.  GL commented that it was particularly pleasing to see that Cricket Wales was clearly seen as a leading safeguarding area, with IW seen as experienced and a source of expertise by peers.

**8.2.** IW gave a high-level input regarding the number of safeguarding cases managed by the ECB, alongside data from Cricket Wales.  We clearly refer a significant number of cases to the ECB.  In response to questions from Directors, Ieuan explained that this is exactly what he would expect from a high performing safeguarding network.  Directors should be anxious if no referrals were being reported.  Whilst there is work to do in terms of coach compliance and compliance visibility, Directors should have comfort that Cricket Wales is a high performing safeguarding area.  Ieuan stated that Club and League SG Officers made a huge difference in Wales, a system we should be proud of.  After discussion, the Chair asked that particular praise be passed to the safeguarding team, in particular to Dave Loosmore for his support.

1. **Finance:** Prior to the meeting, LH distributed a copy of the Draft Statement of Accounts for the year ending 31st March 2022.

**9.1. Finance Update:** To put these results into context, CJ said that form our normal annual income of approximately £1.5m, the results of prior years were as follows:

* 2016/17 = deficit £36k
* 2017/18 = deficit £42k
* 2018/19 = deficit £9k
* 2019/20 = Profit £21k

The fact that we are now showing a significant surplus of £234k against a budgeted profit of £31k illustrates the impact that the pandemic has had on our ability to spend money on our normal activities and programmes. In addition to the surplus, we are also reporting deferred income from the prior year of £0.5m and are carrying reserves of £739k, of which £81k is ringfenced (target reserve is currently £250k).

**9.1.1**. CJ said he expected the final audited surplus to be approximately £210k. CJ said that £75k of this surplus can be accounted for by an underspend in Facilities and Ground Support projects due to timing differences and the availability of funds from other Government pandemic support initiatives. A further £20k is attributable to an underspend in staffing costs as a number of posts were unfilled for part of the year. An underspend on Chance to Shine school activity, meeting costs and a waived rental charge by Glamorgan CCC explained most of the remaining variance.

**The Financial Statements were approved.**

**9.2. Updated Reserves Policy / Staff Pension / Fixed Asset Capitalisation Policy Proposals:**

**9.2.1. Updated Reserves Policy:** CJ advised the meeting that the Finance Committee had recommended that the current target reserves level should be raised from £250k to £500k for an interim period to be reviewed again in 2023. CJ explained that the Reserves Policy is normally associated with having sufficient funds to wind up a company. However, this interim policy is aimed at being able to have sufficient funds to carry on operating in in spite of future funding cuts by Sport Wales.

**The Proposal was approved.**

**9.2.2. Staff Pensions Proposal:** LHoutlined proposals, agreed at the recent Finance Committee, to increase the employer pension contribution from 3% to 5% and to implement a Health Cash plan for certain grades of staff.

**The Proposal was approved.**

**9.2.3. Fixed Asset Capitalisation Policy:** CJ proposed that, in future only fixed assets valued over £750 would be capitalised.

**The Proposal was approved.**

1. **Equality, Diversity & Inclusion:** Prior to the meeting MF distributed a paper the purpose of which was to update the Board on the EDI Action Plan and developments within the Cricket Wales EDI Sub-Committee.

**10.1.** As Chair of the sub-committee, SP said that following the first meeting it had been agreed that changes were required to the Terms of Reference (ToR) and that the sub-committee would meet 3 times per year plus another joint meeting with Glamorgan CCC.

**10.2.** SP said that the policy statement in the paper was a requirement of the ECB and required Board approval. SP said that the policy statement supported the mission of Cricket Wales.

**The Policy Statement was approved.**

**10.3.** **EDI Action Plan:** MF said that the work plan, which is a much more focused plan, will be distributed at a later date once further discussions have taken place with ECB and staff. **ACTION MF**

**10.3.1.** MF said that the one area where which was growing at pace was the Depravation Agenda. In fact, more resources may be forthcoming and so we will need to think of ways in which we can take cricket into these areas.

**10.3.2.** MF said that all cricket bodies have been asked to produce their own response to The ECB’s 12 point plan.

1. **Governance:** Prior to the meeting, a number of papers were distributed seeking approval from the Board as follows:

* Board ToR
* Sub-Committee refreshed ToRs
* Conflict of Interest Policy
* Scheme of Delegation

AM invited comments on these papers.

**11.1. Board ToR:** GJ said that he felt there were phrases within the Board ToR that contradicted the Articles of Association (AoA). He asked why there needed to be two documents.

**11.1.1.** LH said that she had asked whether the AOA would be sufficient in themselves but the ECB had asked for two separate documents. DHM suggested we enquire with ECB as to why two documents are required. LH asked GJ to provide a written summary of his suggestions with regards to ToR. JOA requested that we consult with ECB as to why two documents are required before we make any amendments. **ACTION LH**

**11.2. Scheme of Delegation:** GJ said that he felt that the up to £50k limit for the CEO to authorised unbudgeted expenditure was too high and suggested a figure of £20k. the meeting agreed this amendment. CJ said that the current automated bank payment system required two signatures for all expenditure over £1k.

**Apart from the Board ToR and subject to the amendments above, the recommendations were approved.**

**11.3. ECB Governance:** JOA said that she was one of three people in the on-going ECB Governance Review.

**11.4. Sport Wales Governance Review:** Prior to the meeting LH distributed a copy of Sport Wales’s Governance Review of Cricket Wales.

**11.4.1.** LH said that report was very favourable and described Cricket Wales as a leading organisation. The report had made twelve recommendations and LH gave a brief summary on the progress to date against each recommendation. LH said that JOA and herself had attended a 3 hour meeting with Gareth Parry, a consultant to Sport Wales, to discuss the findings of the report. JOA said that review had been very thorough and was very pleased with the outcome.

**11.4.2.** DHM asked whether Sport Wales formalise their findings to provide NGBs with a benchmark. RR said that Sport Wales does not provide such information as there is a reluctance to compare NGBs in any form of league table. However, RR agreed to discuss this request with senior management at Sport Wales.

1. **Cricket Operations:**

**12.1**. **Participation Report:** Prior to themeeting, MF distributed a copy of a report providing a development update on the following items:

* National Programmes
* Grants for Clubs
* Schools Programmes
* Innovation Groups
* Play Cricket
* Officials
* Super 1’s Disability Cricket
* Reward and Recognition of Volunteers
* Risks and Mitigations

**12.2. Pathway Review Report:** Prior to the meeting, LH distributed a copy of a paper providing a review of the delivery of the Wales Pathway (Age Groups, now delivered by Glamorgan Cricket and Regional Pathway, delivered by Cricket Wales) for information and discussion.

**12.2.2.** GR said it was encouraging to see the strengthening relationship between Glamorgan CCC and Cricket Wales. This was particularly true with the development of the Women’s and Girls’ game under the leadership of Aimee Rees. It is important that this development is not allowed to plateau in a few years time.

**12.2.3.** MT agreed although he still was of the opinion that there were still gaps in communications between the two organisations. GL agreed, saying that he had experience a significant delay in obtaining feedback from one of his players in the Pathway. However, when the feedback was received, it was of high quality. MT also said that we need more formalised responsibility for Women’s and Girls’ cricket.

**12.3.** **Junior Cricket Incentives:** LH informed the meeting that this issue had been discussed at the recent Finance Committee meeting. A number of ideas were considered including:

* A national competition for Women’s & Girls’ cricket.
* Bridging the gap between Junior and Adult cricket with a localised U17 competition where required.
* Removing / reducing the cost barrier to participation in cricket.

It was agreed that these, and other ideas would be formalised by the Executive team. **ACTION MF/LH**

1. **Communication / Marketing/ Commercial / Digital** Prior to the meeting, two papers had been distributed for Board approval:

* Communications Strategy
* An appendix to above paper, Communication Strategy Framework

**Following a short discission, both documents were approved.**

1. **Nominations:**

**14.1. Senior Director:** JOA informed the meeting that the Nominations sub-committee had recently met to propose a candidate for the position of Senior Director. The person that had been recommended was Gareth Lanagan.

**The recommendation was approved**

**14.2. Queens Honours Policy:** The nominations Committee had also recommended approval of a new Queens Honour Policy.

**The recommendation was approved**

1. **Managing Risk:** A Copy of the current Risk Register and a Risk Register paper had been distributed for information purposes and were noted by the Board.
2. **Sub Committee, Groups, Councils & Other Minutes:** The following minutes were distributed for information:

* **EDI Group**
* **GovCom**
* **Noms**
* **ECB CPA PDR**

**17. AOB:**

**17.1.** LH made the Board aware of an on-going player / club dispute, over the use of foul language off-pitch between a coach and parent, which occurred in a friendly club fixture in September 2021 and which had been escalated to Cricket Wales, following a club disciplinary process, including an appeal and a sanction, which had been deemed to be proportionate to the original complaint. The escalation was dealt with in line with our Complaints Procedure and remit but has since been escalated to the ECB. LH said that as the dispute had now been allowed to extend over a significant period of time, she was particularly concerned about the mental health impact of those involved in this dispute and had asked the ECB for welfare support for those involved, in writing, on several occasions. LH will keep the Board updated with developments and any implications on which they should have visibility.

**17.2.** This Board meeting was the last to be attended by Kerry Lloyd in his position as Company Secretary before he retires at the end of May. On behalf of the Board, JOA thanked KL for his service and wished him well in his retirement. Messages of thanks, sincere appreciation and very best wishes were extended to KL by all Board members, all of whom noted the very significant and dignified contribution KL had made to both Cricket Wales and cricket in Wales over the last ten years and that his presence and contribution will be sorely missed.

**The meeting closed at 1-15pm**

SIGNED: Date:

**Chair Cricket Wales**