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**BRITISH JUDO ASSOCIATION (BJA)  
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
HELD ON FRIDAY, 15 JUNE 2018  
AT 11.05 AM  
MEDIA ROOM A, EMIRATES ARENA  
1000 LONDON ROAD, G40 3HG**

<b>PRESENT:</b>	Ronnie Saez	(RS)
	Peter Blewett	(PB)
	Andrew Haffner	(AH)
	Malgorzata Grzyb	(MG)
	Claire Lish	(CL)
	Graham Campbell	(GC)
	Fred Prosser, Chair, Welsh Judo Association	(FP)
<b>IN ATTENDANCE:</b>	Andrew Scoular, Chief Executive	(AS)
	Emma Farlow, Senior Governance Manager, UK Sport (Observer)	(EF)
	Colin McIver, Sport Director	(CMcl)
	Leigh Butler (Minute taker)	(LB)
<b>APOLOGIES:</b>	Ryan Wilkinson	(RW)
	Bill Taggart, Chair Northern Ireland Judo Federation	(BT)
	Loretta Cusack-Doyle	(LC-D)

35/1	WELCOME	Action
	The Chair welcomed and thanked everyone for attending the meeting and introduced Emma Farlow, Senior Governance Manager, UK Sport.	
35/2	<b>APOLOGIES</b>	
	Apologies had been received from Ryan Wilkinson. Bill Taggart and Loretta Cusack-Doyle who, whilst present at the arena were working at the event (Veterans European Judo Championships 2018) refereeing and commentating respectively had also tendered their apologies.	
35/3	<b>DECLARATION OF ANY INTERESTS/CONFLICTS</b>	
	There were no declaration of interests with regard to items on the agenda.  There were no declarations of 'Other Business Interests including Directorship/Major Shareholdings'	
35/4	<b>ANY MATTERS FOR ANY OTHER BUSINESS</b>	
	It was noted that there were no matters for any other business, other than those included in the Board meeting agenda.	

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<b>35/5</b>	<b>MINUTES FROM PREVIOUS MEETINGS</b>	
<b>35/5.1</b>	<b>Minutes of the meeting held on 10 April 2018</b>	
	<p>The Minutes of the meeting held on 10 April 2018 were accepted as a true and accurate record of the meeting subject to the following amendments:</p> <p>MG pointed out that whilst she left the meeting on Tuesday 10 April at 1.00 p.m., she was not present for the discussion at 34/10.10: Business Plan 2018/19 Remuneration. The minutes to be amended to reflect that MG left before this agenda item.</p> <p><b>Proposed:</b> PB <b>Seconded:</b> AH</p>	
<b>35/6</b>	<b>ACTIONS ARISING FROM PREVIOUS MEETINGS (NOT INCLUDED ON THE AGENDA)</b>	
	<p><b>30/7 – Page 4 – Sports Governance Code – how future information is to be provided to Sport England.</b> Ongoing, the template is still awaited from haysmacintyre. EF advised the meeting that she had not seen the advice but if it is not available to BJA for use at the financial year end then it can be used in the subsequent year</p> <p><b>32/7 – International Relations Support Programme.</b> A meeting was scheduled to take place during the afternoon of 15 June with Ronnie Saez, Chair George Kerr, President, Lisa Allen, IJF Executive Member, Loretta Cusack-Doyle BJA Director, Andrew Scoular BJA CEO and Clare Barrell, UK Sports, International Relations Adviser in attendance. Colin Draycott, Senior Vice-President had tendered his apologies. An agenda had been circulated and the following would be discussed: review of Terms of Reference, UK Sport Overview, Strategy Review, Update on areas for development, Feedback on IJF/EJU and Plan to December 2018. The next meeting is due to take place in December 2018.</p> <p><b>32/7 – Annual Awards Meeting.</b> Ongoing – RS and LC-D to arrange a meeting.</p> <p><b>32/8 – Recruitment of additional INED.</b> Ongoing – process commenced. Update included in the Chief Executive’s Update. Hartmann Mason, Executive search have been appointed and the INED advert is live on their website. A copy of the advert was included in the Board papers.</p> <p><b>32/8.2 – Draft 2018/19 Plan.</b> The meeting between Gary Henderson, MG and CL to go through Strategy 3 took place. Action complete.</p> <p><b>32/12 – Corporate Services – BJA Anti-doping Steering Group.</b> The annual implementation plan is on track.</p> <p><b>33/8.9 – Board Evaluation.</b> RS has commenced the one to one Board evaluations/Board conversations. An update was included in the Chairman’s report.</p> <p><b>33/12 – Financial Update.</b> Mike Cooper (MC) has now left the BJA and there is a new Financial Controller in place, Sajid (Saj) Hussain (SH). During the handover between the two, SH raised numerous issues and concerns. An update was included in the Chief Executive’s Update.</p>	

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	<p><b>33/14.1 – Sport Directorate Update – Club Registration.</b> CMcl to work with membership on the implementation of changes made to the criteria and procedures for club registration. It was noted that this is due next year and is ongoing.</p> <p><b>33/14.2 – Sport Directorate Update – BJA Area Roles and Responsibilities.</b> Jonathan Hall Associates (JHA) have been engaged to perform legal services on behalf of the BJA. The agreement commenced on 1 June 2018 and terminates on 31 May 2019. Jonathan Hall will cascade governance into the regions and areas as part of his remit. An update was also included in the Chairman’s Report below.</p> <p><b>34/8.2 – Cultural Change Programme – People and Culture Committee (PCC).</b> This item has now been added to the agenda as a standing item as requested and an update will be provided at each Board meeting.</p> <p>MG enquired as to whether the BJA is fully GDPR compliant as it is unclear from Gary Henderson’s June 2018 Corporate Services Report. The last update in February 2018 advised that ‘E-learning is currently underway, with a completion deadline in 31 March 2018. There are a few remaining Board members and staff left to complete’. AS advised the meeting that the BJA was compliant on 25 May 2018 when he spoke to Nikesh Vaghela, BJA Head of IT and Digital Services, who has been the lead on this project but will seek absolute clarification and report back to the Board.</p> <p>It was noted that all other actions on the Actions List 10 April 2018 had been completed.</p>	<p align="center"><b>AS</b></p>
<p><b>35/7</b></p>	<p><b>RISK REGISTER</b></p>	
	<p>It was noted that minor amendments only had been made to the Risk Register, with the main one being:</p> <p><b>Item 2 - Performance: Recruitment of new athletes taken place but not of a standard as yet to receive APA. UKS requested an update and will make a decision at the UKS Board on 31 Jan and inform BJA on 1 Feb.</b> UK Sport did not reduce our funding following the Panel Review meeting in January and we have maintained our number APA places for Olympic as 22 and Paralympic as 6. Nigel Donohue suggested that the RAGG rating be turned to green with a risk rating of 12.</p> <p><b>Item 3 – Operational – The association relies almost totally on Judo Technologies to support and deliver the IT component for competitions and events. Therefore, if this organisation decides not to continue or stops the service the potential for competitions and events is being adversely affected</b> – AH explained that Judo Technologies is free to air and everyone is able to use it. However, it was agreed that the BJA needs to ensure that a second highly computer-literate person with good competition organisation experience is identified so that they can be developed as a reserve operator together with investigating other opportunities. It was agreed that AS amend the risk register accordingly.</p>	<p align="center"><b>AS</b></p>

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35/8	<b>CHAIRMAN'S REPORT</b>	
	<p>The report submitted by the Chairman prior to the meeting was noted and particular mention was made of the following:</p> <p><b>Governance and Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• UK Sport's concerns regarding the results of the Cultural Health Check (September 2017): steady progress has been made regarding the implementation of the Cultural Improvement Plan and during last month RS and AS met with BJA's UKS Performance Advisor and attended a development session which included the UKS Head of Culture to discuss the process to date in implementing the plan and related issues. The session was extremely positive and consequently the BJA and UKS have now agreed the primary aspects of plan and the priorities on which the BJA will be measured. It anticipated that progress in positively influencing the priorities set will be measured by UKS by the end of October 2018.</li> <li>• Progress in implementing the BJA Governance Action Plan (GAP) continues to proceed on a satisfactory basis.</li> <li>• Over the remainder of 2018 it is intended, in conjunction with the Judo England Director, to commence an exercise which will result in the modernisation and improvement of the governance processes at the BJA England Area level. This exercise is necessary to ensure that the activities managed and delivered at Area level and funded from BJA resources are sufficiently aligned to the BJA strategy and directly support the attainment of the BJA's strategic objectives. It is intended that Jonathan Hall Associates provide external resource and expertise to assist with this governance review process.</li> <li>• The quarterly BJA Council meeting took place on Saturday 12 May 2018 when AS and RS reported annual progress against business plan targets to Council members. The BJA has met or exceeded its major and almost all minor annual business plan targets and Council members were very impressed with both the annual performance and the quality of the information which was provided at the meeting. Some Council members expressed the view that, although these meetings have been interesting and informative they felt that they would have difficulty in ensuring that they could adequately perform their role of linking with and informing the 'grass roots' of the Association. This issue should be addressed as an element of the governance review of the BJA England Area structures (as mentioned above) to ensure that there are appropriate links between Council members and Area committees to facilitate this flow of information. RS reported that this is an evolving process and, as part of the governance action plan, an online survey will be shortly be going out to Council members for their comments around quality and quantity of information provided together with a number of other topics including how we better engage with Council and achieve the best return.</li> </ul> <p><b>Performance Judo and International Issues</b></p> <ul style="list-style-type: none"> <li>• This year's European Judo Championships held in Tel Aviv in April were the best ever for GB Judo. Ashley McKenzie won bronze on the first day of competition. On the second day, GB took three medals, Sally Conway (silver), Gemma Howell (bronze) and Lucy Renshall (bronze) winning their first European medals. Natalie Powell won bronze on the third day.</li> </ul>	

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	<p>GB finished with five medals in total, its biggest medal haul at a European Judo Championship since 1998.</p> <ul style="list-style-type: none"> <li>• GB's five medals also meant that only Russia with eight had won more medals at these Europeans. France also won five, however, three of those medals were gold. European Judo Union President Sergey Soloveychik congratulated GB Judo on its achievement. RS stated that the successes are attributable to the performance team at the Centre of Excellence (CoE) and wished to record his thanks to Nigel Donohue, Performance Director, the performance team and the personal coaches at the CoE. Centralised training is the way forward.</li> <li>• The Glasgow 2018 European Veterans Championships commenced on 14 June (until 17 June) at the Emirates Arena, Glasgow. The Local Organising Committee (LOC) completed its role and the Inspection Team from the EJU visited Glasgow in early May to view the venue and liaise with the BJA Events team and the LOC. The visit proceeded as planned and no material issues arising from this inspection visit were reported. However, yesterday (14 June), Sergey Soloveychik, EJU President, made various changes despite the footprint having previously being signed-off. Feedback will given to the EJU around their challenging behaviour and the difficulties the timing of the changes have caused. AS spoke to Sergey Soloveychik and was informed that the EJU have produced their report on the matter. The BJA will also produce a report and present it to the Education Committee. There were no failings in the process, the BJA has followed procedures previously laid down and agreed. Rather, the issue appears to lie with central office not passing information to Russia and keeping them informed. As mentioned above, feedback from Sergey Soloveychik following the European Judo Championships held in Tel Aviv was extremely positive and that GB Judo had really raised the bar so this incident is disappointing. RS wished to formally record his thanks to BJA and Judo Scotland staff and volunteers, delivery partners Glasgow City Council and Glasgow Life for their efforts in planning and delivering the event and wished, competitors, officials, and volunteers success in the championships and an enjoyable visit to Glasgow.</li> </ul> <p><b>Resignation of Alan Rickard as a Director</b> AR resigned as a BJA Director in May 2018. His 3-year term of office was coming to an end on 7 November 2018 (the nomination process has begun for the new Elected NED as discussed under the Chief Executive's update below).</p>	
<b>35/8.1</b>	<b>Board Appraisals</b>	
	<p>RS is currently undertaking the Board of Directors' annual appraisals and, together with MG, the Senior Independent Director has undertaken the CEO's appraisal.</p> <p>Circa half of the appraisals (or 'annual conversations') are complete. RS to report back to the Board when the remainder of the conversations are finalised and the exercise is complete (which is anticipated by the end of June).</p> <p>MG and RS have discussed the Chair's appraisal: it should be a 360 evaluation involving all stakeholders. UKS advocate the use of 360 appraisals, they are an extremely useful tool in the appraisal process and are completely anonymised. AS to speak to Mike Watts, BJA's HR Business Partner.</p>	<p align="right"><b>RS</b></p> <p align="right"><b>AS</b></p>

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<b>35/9</b>	<b>CHIEF EXECUTVE'S REPORT</b>	
<b>35/9.1</b>	<b>Jonathan Hall Retainer</b>	
	<p>The BJA has engaged Jonathan Hall Associates to perform legal services on its behalf on the following matters: suitability of contracts or agreements it enters into to, identifying potential risks to the Association and any changes required and corporate governance changes and implementation at national, area and local level in accordance with the Code for Sports Governance. The agreement commenced on 1 June 2018 and will terminate on 31 May 2019. The agreement may be extended by mutual agreement at any time. Either party may terminate the agreement by providing one month's written notice. For the avoidance of doubt, the legal services and associated advice are provided by Jonathan Hall as a business adviser and not as a practicing solicitor.</p>	
<b>35/9.2</b>	<b>Staffing and Office Move</b>	
	<p>The relocation of the Loughborough office is well underway and the process of transitioning staff is on track. There is a vibrant and pleasant working environment in the new office, the branding is up and feedback from visitors and employees alike has been extremely positive.</p> <p>The server was moved from Loughborough to Walsall on 14 June, testing of all applications will take place on 15 June but no adverse issues are anticipated.</p> <p>With regard to the staffing situation, AS took the meeting through the Role Transition paper included in his report.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Three new Membership Officers, a Competitions and Events Officer, Financial Controller, Management Accountant and Finance Officer have all been recruited and have commenced in the roles with handovers with existing staff taking place until 30 June 2018.</li> <li>• Sajid Hussain (Saj) replaced Mike Cooper as Financial Controller. Saj is of high calibre and is already making headway. The Finance team are all new recruits, however they are getting on extremely well. Sandra Pierre (new Management Accountant) comes to BJA from UK Athletics.</li> <li>• The Coaching and Safeguarding Officer role will be taken on by Sharon Hellend on her return to work on 18 June after a period of sickness absence. Sharon will also undertake HR duties, support the new CSD when in post and assist the Sport Directorate.</li> <li>• Leigh Butler will support AS and assist with Governance, Companies House and Board reporting in her capacity as a qualified Company Secretary.</li> <li>• Rob Hartley, Head of Events and Competitions has taken redundancy. Nicola Moloney has been engaged on an interim contract. A draft job description for Rob's replacement has been agreed however, this is on hold at present as it is the intention to add International Relations to that role.</li> <li>• Disappointingly, Nikesh Vaghela, Head of IT, Digital Services and Data Protection has resigned and leaves on 29 July, the role is out to advert. The IT Officer, Jaspal Singh-Lall is the only member of the Loughborough staff transferring to the Walsall office.</li> <li>• Applications have been received for the new Corporate Services Director role to replace Gary Henderson. There are some very strong independent candidates with more to come via a recruitment agency. Shortlisting will take place in the near future with interviews planned for 6 July.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Arrangements have been made to transport staff from Loughborough to Walsall over the next two weeks in order to maximise handover and training of new staff.</li> <li>• Interviews will take place next week for the Commercial role and Membership Managers roles. Again, there have been applications from some good, strong candidates.</li> </ul> <p>MG enquired as to the general mood and morale in the Walsall office. AS reported that in Walsall there is a good, busy atmosphere. In Loughborough, not so much which is to be expected.</p> <p>AH advised the meeting that Nicola-Burlingham Hall has been with the BJA for many years and she will be a huge loss to the membership. She is extremely knowledgeable and experienced and has always gone 'above and beyond'. AS reported that the BJA tried to support her in making the transition to Walsall but she refused to accept any of the options suggested. AH stated that there will be a void after Nicola's departure and that it needs to be ensured that Sharon Hellend receives a good handover, training and support to be effective in the role.</p> <p>It is recognised that there will be some minor disruption to the operation and service of the Association in the short term. Two notes have gone out to membership assuring them that should they experience any minor disruptions during the move, we simply ask members to bear with us and be assured that this will only be temporary. Membership will be kept informed as we move through the transition process.</p>	
<b>35/9.3</b>	<b>VI Events</b>	
	<p>In his May CEO's update, AS outlined the BJA's opportunity to bid for two VI events as part of the International Blind Sports Federation (IBSA) bidding process. The bids for the European Championships 2019 and a Grand Prix Championships in 2020 were to be submitted to IBSA by 15 June 2018 and therefore Board members had been asked to approve the submission of the bids for these events electronically. Following a majority of replies received approving the bids, they were structured for submission.</p> <p>Initial estimates for organising the events were cost neutral, however Nottingham could potentially make a small loss unless funding is received from UKS. Both events are in line with receiving funding from UK Sport.</p> <p>It was noted however that a full budget will be prepared which can demonstrate the events will be cost neutral, if not generate a profit and all contracts will be properly reviewed in order that all risks are identified, noted and monitored.</p>	<b>AS</b>
<b>35/9.4</b>	<b>BOARD GOVERNANCE</b>	
<b>35/9.4.1</b>	<b>Board Diversity</b>	
	<p>Sport England and UK Sport have commissioned Inclusive Boards to support their funded organisations in becoming compliant with the diversity element of the Code of Sport Governance. The first phase of this support has been 'one to one' engagement with one of Inclusive Boards' advisors.</p> <p>AS participated in an initial telephone call with Barabara Kasumu, Chief Executive of Inclusive Boards on 11 June 2018 to discuss the BJA's Diversity Action Plans (DAP).</p>	

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	<p>Inclusive Boards is meeting with various sports organisations to understand how they found the process of developing their DAP. They also want to understand if any developments have taken place from a diversity &amp; inclusion perspective at the BJA, and what further support (if any) they, other agencies, UK Sport and Sport England can offer.</p> <p>Inclusive Boards supports organisations in efforts to develop more diverse Boards and stronger governance structures. Their services include executive search, diversity training and advisory. Inclusive Boards has developed the following for a number of Boards: diversity action plans, skills matrix, constitutions, strategic plans, governance reviews etc., in the charities, sport and technology sectors.</p> <p>Inclusive Boards have invited organisations to join them for the first in a series of specially designed training and networking days. They focus on areas that have come up as key challenges being faced by organisations in relation to their diversity action plans. The theme for this first training will be best practice for recruiting diverse candidates and progressing talent from within.</p> <p>The focus of the training will be specifically for the Board and Senior Management Team. Inclusive Boards have requested that delegates are sent from these levels only. They will be hosting the training in Loughborough and London, and organisations are able to RSVP up to 2 delegates in total for the days.</p> <p>It was noted that RS and AS would be attending the Senior Leadership &amp; Board Development training on 28 June in Loughborough.</p>	
<b>35/9.4.2</b>	<b>Equality Review</b>	
	<p>AS reported that the BJA had achieved Intermediate Level of the Equality Standard for Sport and had included an email from Jemima Coates, Standards Coordinator, UK Sport in his report for information. This is a significant achievement for the BJA and Jemima Coates commented on all the hard work the organisation has undertaken since completing the Preliminary Level in 2009 resulting in such a positive outcome.</p> <p>Particular mention and thanks should go to James Woodland who led and Claire Lish who supported the process.</p>	
<b>35/9.4.3</b>	<b>Elected Non-Executive Director Election</b>	
	<p>The process is being facilitated and managed by UK Engage. Nominations opened on 11 June 2018 and the deadline for completed forms is 29 June 2018. A copy of the Nomination Form for the Elected Non Executive Director which was circulated to clubs was included in the Board report for information.</p> <p>A call for nominations from experienced, skilled and enthusiastic members was also posted on the BJA's website.</p> <p>Applicants need 5 clubs to support their applications and must confirm that they meet the eligibility conditions as set out in the eligibility declarations on the form.</p> <p>The next stage in the timetable is Nomination Panel review.</p>	



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<b>35/9.4.4</b>	<b>INED Appointment/Search</b>	
	<p>AS advised that Hartmann Mason, Executive Search have been engaged to source high calibre candidates for the fourth INED position in line with the skills identified previously as IT/Legal. Hartmann Mason specialise in the sport, consumer, media Board and finance practice areas.</p> <p>A copy of the job advert as posted on Hartmann Mason's website was included in the Board papers for information.</p> <p>The closing date for applications is 29 June 2018.</p> <p>The Nominations Committee will review applications for both the Elected Non Executive position and the INED position at the same time as the closing date for both is aligned.</p>	
<b>35/9.4.5</b>	<b>Nomination Committee</b>	
	<p>Once applications are received for both positions (INED and Elected Non-Executive Director), they will be forwarded to the Nominations Panel for review. The Panel consists of Brian Davies, Council Representative, Ronnie Saez, BJA Chair and three Independent Board Directors. AS, as CEO will be in attendance. The Nominations Committee will make recommendations to the Board for appointment.</p> <p>With regard to the Elected Non-Executive Director position; at the last Council meeting, Brian Davies pointed out that the application process has previously been poor with incomplete and badly written applications submitted. It is a basic requirement that that all individuals submit a well-structured, formal application as it is important to recruit the right calibre to the Board of directors.</p>	
<b>35/9.4.6</b>	<b>Sport England Consultation Report for NGBs</b>	
	<p>AS had included the engagement process for Sport England in his May update report. There is a significant reduction in support personnel for governing bodies however, there are various initiatives and opportunities for wider engagement across sport.</p> <p>AS reported that he was meeting Paul Bickerton, Sport England on 18 June. There has been very limited contact with Sport England of late. EF reported that there has been a major reorganisation at Sport England which has involved all staff. It is hoped that there will be much more contact and engagement going forward. UKS is aligned with Sport England and can facilitate and assist the BJA with interaction if they are made aware. AS is attending the Sport England Core Market Networking Event in Manchester on 9 July.</p>	
<b>35/9.4.7</b>	<b>Rebrand</b>	
	<p>The rebrand went well. The BJA logo changed on 11 June 2018 and Ben Pollard sent an email to all staff enclosing related materials for the rebrand and logo use from that date together with instructions on how to change their email footer. Several new roller banners were ordered for use at events and functions etc and are being used for the first time at the Veterans European Championships. The next phase of the roll out will see the Dojo branding replaced.</p>	
<b>35/9.4.7</b>	<b>UK Sport Public Consultation</b>	
	<p>On 4 June, UK Sport launched a Public Consultation on its future funding strategy which will come into effect in April 2021, post the Tokyo Games.</p> <p>This consultation, delivered by Future Thinking and in collaboration with The Sports</p>	

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	<p>Consultancy will allow UK Sport to identify which aspects of high performance sport are viewed as most important in shaping success and inspiration, what this should look like and how these should be measured in the future.</p> <p>The consultation includes an online survey available for anyone to complete which will stay open until 19 August 2018. AS to circulate the link to the survey to Board members to complete.</p> <p>AS to attend a UKS Public Consultation Workshop session, led by The Sports Consultancy on 10 July in Manchester. The session aims to gather the widest set of views across stakeholders. AS to update the Board at the next Board meeting.</p>	<p align="center"><b>AS</b></p> <p align="center"><b>AS</b></p>
	<i>12.52 CL left the meeting</i>	
<b>35/10</b>	<b>AUDIT &amp; RISK</b>	
	Nothing to report.	
<b>35/11</b>	<b>FNANCIAL UPDATE</b>	
<b>35/11.1</b>	<b>2017/18 Finance Report</b>	
	<p>As previously mentioned, Mike Cooper (MC) left on 30 May and his replacement Saj Hussain (SH) commenced on 29 May with a one day handover.</p> <p>A number of issues have come to light and been uncovered in the period between MC leaving to date. One of those being the fact that the bank reconciliation is circa 3 months behind and management accounts are based on forecast as opposed to actual figures. Disappointingly this was not brought to the attention of AS whilst MC was in post, neither was it raised at the Audit &amp; Risk Committee, to the Board, the Corporate Services Director (to whom MC reported) or the Senior Leadership Team.</p> <p>Whilst the reconciliation is not up to date and the finance team are having to work on a significant backlog, it is not anticipated that there are any contentious cash issues, it is more the fact that the actual administration of the finances is behind originally anticipated and still likely to be close to the surplus of £13k.</p> <p>The annual audit, planned for 25 to 29 June 2018 has been delayed until the finance team can catch up on the bank reconciliations. An interim resource has been engaged to assist the finance team in this regard.</p> <p>The BJA has a healthy balance sheet but it has been identified that some accruals require re-allocating.</p> <p>Club rebates are also circa one quarter behind and this has been raised at the last two Council meetings.</p> <p>Once up to date, going forward SH aims to produce daily bank reconciliations and a much tighter reporting process.</p> <p>There is a plan in place, SH will provide an update to the Board at the next Board meeting.</p>	<b>SH</b>
<b>35/12</b>	<b>CORPORATE SERVICES REPORT</b>	
	<p>The report submitted by the Corporate Services Director prior to the meeting was noted and taken as read.</p> <p>The following point was highlighted:</p> <p>Junior European Cup (2019 &amp; 2020): all dates in the 2018 calendar have now been allocated but the EJU are positive regarding the BJA's chances to host this event in 2019.</p>	

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	<p>It would support British Judo’s ambition to develop a world-class Junior programme.</p> <p>It was agreed that the Events Strategy be revisited and the BJA revert to UKS.</p>	<b>AS</b>
	<i>12.52 CL returned to the meeting</i>	
<b>35/13</b>	<b>PEOPLE AND CULTURE COMMITTEE (PCC) UPDATE</b>	
	<p>The People and Culture Committee (PCC) is comprised currently of MG and CL since the departure of Gary Henderson from the BJA. The aim of the PCC is to ensure that cultural change remains high on the Board agenda. The PCC dovetails with the executive working group: the Performance Management Steering Group (PMSG) in championing understanding of the values and cultural change within the organisation.</p> <p>There has not been much movement since the last Board meeting update, however MG reported that CL, Mike Watts, HR Business Partner, GH and herself met as previously discussed. At that meeting, GH took the PCC through the staff survey results in order to identify whether the BJA has the right values, whether they are understood and whether staff believe in them.</p> <p>GH was going to set up a meeting for the PCC with the PMSG but this has stalled following his departure. It was agreed that AS would facilitate as soon as possible. We need to start to make a difference and see some tangible outputs. There are some great opportunities culturally now all staff are working in the same office which should create a good atmosphere.</p> <p>It was noted that the composition of the initial PMSG has changed a lot since inception which has slowed progress. It was noted that Ben Pollard will replace Nikesh Vaghela and Saj Hussain will replace Mike Cooper. The new Corporate Services Director will also need to embrace this cultural piece and support it.</p> <p>EF requested a copy of the PCC Terms of Reference and it was agreed that MG would send to AS for forwarding.</p>	<p><b>AS</b></p> <p><b>MG</b></p>
<b>35/14</b>	<b>SPORT DIRECTORATE UPDATE</b>	
<b>35/14.1</b>	<b>Membership &amp; Grading Update</b>	
	<p>CMcl gave a brief update on the current position of membership and gradings. He expressed concern that growth in the ‘core market’ was declining and that the growth of Destination Judo was responsible for maintaining the numbers at a level in line with previous years.</p>	
<b>35/14.2</b>	<b>Staff Restructure Update</b>	
	<p>CMcl updated the Board on the current status of the restructuring of the Sport Directorate. Following feedback from the first consultation meetings with the staff, the proposed structure had been modified and would now be implemented in two phases. Phase 1 involving the current staff was currently being implemented and would be completed by the middle of July 2018, phase 2 which involved the Areas would be implemented in 2019.</p>	
<b>35/15</b>	<b>PERFORMANCE UPDATE</b>	
	<p>The report submitted by the Performance Director prior to the meeting was noted and taken as read.</p>	

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	<p>PB raised the following point:</p> <p>European Championships, Tel Aviv, 26 – 28 April: PB wished to raise the fact that whilst GB's performance at the European Championships was outstanding, the fact that two members of the GB delegation were detained at immigration for hours due to the fact that they have Asian names was a complete disgrace and a very unsavoury incident. The issue was raised at the time to an official at the airport but was dismissed. There should have been a process in place to deal with this as the team delegation and full names are submitted well in advance of entry into the country and no visas were required.</p> <p>Nigel Donohue and Jamie Johnson remained at the airport with the two individuals concerned but it was extremely uncomfortable and unnecessary. It was noted that whilst the individuals have been spoke to regarding the matter, it should be relayed to them that the matter was raised at Board level and that the Board takes incidences of this nature involving BJA staff extremely seriously.</p> <p>It was agreed that the BJA would write to the two individuals concerned expressing that:</p> <ul style="list-style-type: none"> <li>• The Board wished to extend its apologies for the way they were treated and to offer assurance that we have made complaint about the way that our staff were treated while conducting BJA affairs;</li> <li>• We do not condone such treatment in our organisation;</li> <li>• We are looking at what we can do to ensure they do not experience this treatment again, and provide: <ul style="list-style-type: none"> <li>○ a sign post to welfare or support in case they feel distressed; and</li> <li>○ a copy of the grievance procedure, inviting them to lodge a grievance if they feel that we could have handled the situation any better.</li> </ul> </li> </ul>	<b>AS</b>
<b>35/15.1</b>	<b>Performance Culture Health Check Action Plan Update</b>	
	<p>The Culture Health Check Action Plan Update submitted by the Performance Director prior to the meeting was noted and taken as read.</p> <p>Waiting for Andy McSweeney to comment on what success looks like to UK Sport together with measurements against the plan.</p>	
<b>35/16</b>	<b>ANY OTHER BUSINESS</b>	
<b>35/16.1</b>	<p><b>Letter of Release /Change Of Nationality – Ebony Drysdale-Daley</b></p> <p>AS reported that Ebony Drysdale-Daley has requested to fight for Jamaica to pursue her Olympic Dream under the Jamaican flag. She is number 4 in the 70kg weight category for GB but is an extremely talented player. Fighting for Jamaica would provide her with an excellent opportunity.</p> <p>It was agreed that a Letter of Release be drafted to Dwayne Lloyd Barnett, President, Jamaican Judo Association in certifying the absence of objection to the change of nationality of Ms Ebony Drysdale-Dale but that the BJA's agreement is subject to Ebony Drysdale-Daley competing in the Mixed European Team Championship in Ekaterinburg on 18 July 2018. This will be her last event representing Great Britain in all further international competition.</p> <p>AS to arrange the drafting of the letter of release.</p>	<b>AS</b>

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<b>35/17</b>	<b>DATE OF NEXT MEETING</b>	
	The next Board Meeting is scheduled to take place on Tuesday 14 August 2018 at 10.30 a.m. in the George Kerr Suite, Centre of Excellence.  <i>Post Meeting note: the date for the next Board meeting was subsequently changed to 11 September 2018 at 10.30 a.m. in the George Kerr Suite, Centre of Excellence, Walsall.</i>	
	There being no further business, the Chairman closed the Meeting at 1.30 p.m.	

Future meeting dates are:

Tuesday 23 October 2018

November 2018 – AGM & Awards Dinner – date TBC

Tuesday 11 December 2018