**Present**: J Skinner (JS), S Dee (SD), P Howells (PH), A George (AG) - Chair, T Law (TL), J Stephens (JSt), D Peel (DP), D Price (DPr)

**Apologies**: T Heayn, R Trethowan, A Widdison, M Kent

**Other attendees:** A Fairbairn (ECB),J Law (JaL)

**Start:** 6.00pm

1. **Apologies**

Stated above.

1. **Minutes/ Matters arising**

No matters arising. Signed as true and correct record.

DP to carry forward action 1 from May to produce and share a template for data protection (Action point 1).

1. **Finance (PH)** Financial papers were circulated prior to the meeting and PH explained both the context of figures and the work being done by John Lambert on the bookkeeping side. Some minor anomalies were explained by reclassification between categories. This will provide greater consistency going forward.

Income from the cricket centre is slightly lower than last year, which reflects a reduced level of activity and the reclassification of some income out of this category into miscellaneous income. CAG income is being reviewed and reconciled to invoices. John Lambert will work with MK to ensure greater efficiency on CAG invoicing. John Lambert also now has access to the bank account and can process payments, including payroll for staff. King’s payments are starting to come through the system, with a further £19k expected.

Staff costs are higher with a new member of staff in post and the cricket centre manager, previously gapped, is now filled. A payment will be due to Truro College, which is not yet reflected in the figures.

The projected position at the year end was considered and the advantages of apportioning fixed and administrative costs to cost centres was discussed. DP suggested that, as well as giving a more accurate costing of current delivery, this would add value in other areas, enabling more informed strategic decisions.

It was clarified that £1k funding income for senior women’s cricket is the full amount receivable from the ECB and an enquiry to the ECB was suggested, in light of the ICEC report, to create a more equitable position (Action point 2).

1. **Safeguarding (JaL)**

A report had been circulated prior to the meeting. Questions were raised and answered by JS as follows:

1. The position regarding CCCC’s drinking culture was raised by AG. It is clear that conversations between CCB and CCCC from the beginning of the season have clearly not been taken seriously. The matter is with the ECB who are ascertaining the legal jurisdiction over CCCC. Possible ways forward have been suggested but no agreement has been reached. If the ECB investigates this issue and establishes that an unacceptable drinking culture exists, the resignation of key personnel may be required and CCB will have to be ready to pick up the pieces.
2. Trans inclusion - Current ECB policy covers the elite game but guidance on the recreational game is weak. AF said that the disparity policy would come into play if the level of play was at issue. TL suggested that the ECB are potentially shying away from making a difficult decision on individuals who have gone through male puberty being eligible to play female cricket. The disparity policy will be examined, including for potential issues around discrimination, and AF said the ECB would welcome feedback (Action point 3).
3. **CCB Strategy (TL)**

TL outlined his 80% solution which was circulated before the meeting on which he welcomed discussion and questions prior to its completion.. Increasing participation is the main focus, as agreed in the recreational committee. TL is particularly keen to include positive endorsement from parties across the county, including all parts of the game. Staff and coach input is also important.

He questioned whether any targets are included that directors fundamentally disagree with and specifically how timescales for achieving targets are specified. Leaving some areas incomplete is an invitation to collaborate and discuss.

AF contributed some information intended to inform timings. By way of background he explained that currently a County Partnership Agreement, in the form of a contract between the ECB and each county board, including the standards underpinning the ECB Inspiring Generations strategy, is in place to underpin the work of county cricket boards. The ECB is currently working to create Inspiring Generations 2 and CPA 2, which will be lighter touch in terms of what is required of counties. These are likely to be published in summer 2024 to come into effect from early 2025.

As a result, the CCB strategy might be best published in autumn 2024 though AF felt it to be positive that much of the planning and legwork on the plan is being undertaken now.

AF was asked how many CPA would exist for Cornwall and was not able to provide clarity on that, as it is not clear what would happen for National County Clubs at this stage.

DP suggested the inclusion of a stakeholder engagement plan, which might help to ensure all parties are fully on board. She feels key milestones, financial constraints and risk should also be incorporated (Action point 4).

1. **Nomination Committee Recommendation (JS)**

CCB has been working with Perrett Laver to identify a new Chair, the process for which is now complete. Three candidates were interviewed and the four directors who formed the selection panel wishes to nominate Derek Law, an outstanding candidate, who worked for many years in social care with an additional wealth of experience in strategy and finance. He is very willing to devote his expertise and time to Cornwall Cricket Board and performed strongly in interview across all areas. Perrett Laver are doing a social media background check. On satisfactory completion, the Board unanimously approves his appointment, which will require an EGM to formally ratify.

A period of transition will take place to be agreed once Derek Law is formally appointed to the role. If Derek Law is not viable as a result of the check, the other two candidates were not considered suitable and a second recruitment process would be needed. The difficulties of recruiting at senior level were outlined by DPr. The desktop, online approach taken by Perrett Laver was considered to have limited value with Cornwall’s particular demographic and DPr said there were potentially strong local candidates who were not considered. For future appointments, a different approach might be considered.

1. **TORs for CCB (DP)**

These terms of reference (TORs) are intended to sit between CCB’s Articles of Association and its operations, to articulate intentions of how business is conducted and accountability. Widening the scope currently contained in the draft document from a corporate CCB Limited viewpoint to include the whole of Cornwall Cricket was discussed. Considering the governance review undertaken last year, the scope of the TORs will be amended to reflect this agreement.

The quorum may be increased, from a risk point of view, though it currently reflects the CCB Articles of Association. It was agreed that an increase to reflect that CCB is working towards gold standard rather than the current position. Tenure was also discussed, and will be clarified. Terminology of committees rather than sub-committees will also be amended.

**8 TORs for the People, Governance and Risk Committee (DP)**

 This is a substantial terms of reference document setting what this committee can do and how the chair will be held accountable. It was agreed that this is a good format TL questioned whether all committees should change their TORs to ensure consistency across CCB. DP explained why remuneration should be considered separately. Total independence of members is not feasible, so this term will be amended accordingly.

AF commended both TOR documents as being very strong. The O50/60/70s group have asked for a template for TORs and T Lee, the outgoing chair, will be provided with this template to hand over to B Fleming, the new incumbent.

**9** **Women and Girls**

**9.1 Director**

JS has accepted RT’s resignation, and he will now stand down at the next opportunity. JS wished to record his gratitude to RT for all the work he has done over the course of his term. The question of recruiting a direct replacement was considered, as was the alternative of incorporating W&G cricket into the representative and recreational committees, which was agreed as being the most appropriate and equitable way forward. The W&G area will keep its committee.

**9.2 W&G Officer recruitment (JS)**

Kirsty Thorpe, previously the W&G officer in Cambridgeshire was appointed last week. Her family will move to the Truro area in mid August and she will start in post on 1st September. JS recommended her to the Board as being a breath of fresh air and incredibly passionate about womens’ sport, with school experience, a keenness on club development he considers she will be a fantastic addition to the staff team. Kellie WIlliams will remain involved with coach education, CAG and the Women’s Hundred competition.

**10** **CCB Code of Conduct - What is Membership of CCB? (JS)**

This links into the governance review, jurisdiction and will provide a baseline for behaviour which cascades down through the game covering all those involved. CCB will be able to use the General Conduct Regulations as a vehicle to take remedial action for breaches. The scope of the document was considered, in terms of who specifically would be covered by the term “member”.

The recreational committee has been discussing jurisdiction at their last two meetings in a paper put together by TL. If that proposal comes to fruition, clubs will affiliate to CCB, and not CCL. Once affiliated to CCB, everyone at club level is covered by the Code of Conduct, so a discussion about who is a member becomes largely obsolete. Consistency between recreational committee meeting discussions and this work must be ensured to keep CCL on side.

Both TL and AF felt that technical, legalistic language in the document could be simplified to be more easily understood by players though DPr felt that the gravity of clubs signing up to a code of conduct might be undermined by such simplification.

AF has passed on the work having been done in governance review to colleagues in the ECB who are interested in the work TL and CCB have been doing on jurisdiction and affiliation going forward. JS is currently looking at club constitutions which are varied in terms of quality and affiliation.

**11 ECB PRFP Meeting – between 2nd Oct – 29th March 2004 When? (JS)**

This is an annual meeting between ECB, CCB and CCCC which took place in November 2022 and it was suggested to stick to similar timings (Action point 7).

**12 AOB**

AF expressed thanks for being invited and welcomed to the meeting.

JS raised two points about staffing. Piran Kent is leaving the UK in mid September to spend the winter in Australia and he asked for Board agreement to recruit a replacement, which was given. A review of staffing, covering both structure and workload will be undertaken to ensure we are covering all the right areas. Roles and responsibilities will be discussed.

In addition, C Hunkin is struggling to deliver quality communication to parents and players whilst travelling extensively to support teams and cricket. King’s is a particular pressure point due to the reliance on coaches, greater remuneration for whom was agreed at a recent meeting but taking a whole week off work to attend a residential festival is not possible for all. MK could be asked, in the short term, to support with administration. A meeting between C Hunkin, JSt and JS will be organised to consider potential longer term solutions as well as to to express concern for his wellbeing (Action point 8). If TC-G’s role becomes self-funding, there may be scope to take on a second member of staff in CAG.

 **Meeting closed 19.51pm**

Signed……………………………………………………………(Chair)

Date………………………

| **Action Point** | **Who to complete action** |
| --- | --- |
| 1. Template for Data Protection
 | DaP |
| 1. ECB to be approached about senior Women’s team funding in light of ICEC report
 | JS |
| 1. Disparity policy and Trans policy to be examined and consideration given to suitability for recreational cricket in Cornwall
 | TL and JS |
| 1. Strategy to be progressed
 | TL and DaP |
| 1. CCB TORs to amend
 | DaP |
| 1. Committees to be provided with new TOR document, including senior age groups (B Fleming)
 | JS |
| 1. Dates for PRFP meeting to be circulated and agreed
 | JS |
| 1. Meeting with C Hunkin to discuss workflow support
 | JS and JSt |