



## CORNWALL CRICKET BOARD LIMITED

Managing Director: Joe Skinner

Secretary: Michelle Kent

admin@cornwallcricket.co.uk

Minutes of CCB Board Meeting

Monday 16<sup>th</sup> January 2023 at 6.00 pm



**Present:** J Skinner (JS), S Dee (SD) (online), P Howells (PH), R Trethowan (RT), T Heayn (online) (TH), A George (online) (AG), T Law (TLa), A Widdison (AW)

**Apologies:** J Stephens (JSt), M Kent

**Other attendees:** J Law (JL)

**Start:** 6.00pm

### **1. Minutes/ Matters arising**

The minutes from the ExCo meeting on 5<sup>th</sup> December were agreed and signed as being an accurate record by AG.

- 1.1 The Board wished to record a formal note of sincere congratulations to M Weeks on being awarded the British Empire Medal for his services to cricket in the King's New Years Honours list. AG had already written to express this sentiment on behalf of CCB.

No other matters arising were raised.

### **2. Finance (PH)**

- 2.1 **Finance Update** – The monthly figures for December were distributed today. In brief, the outgoings are consistent month by month and income is low for December due to the Christmas break. Meetings are taking place between PH, JS and C Leathley about the upcoming year end process, some issues of internal breakdown of costs, how to record appropriate accruals and other aspects of finance. It has been suggested that a second bank account should be set up to better track expenses, retaining the current account which is used by a large number of parents, for income. The budget still requires consideration in more depth as the current focus is on the actual figures to year end 31<sup>st</sup> January 2023.

### **3. Safeguarding (AW)**

AW summarised developments since last month's meeting. No formal report has been received from the ECB on the 17<sup>th</sup> October safeguarding audit, despite the ECB promising it by 13<sup>th</sup> January. Ray Galloway's report will shortly be submitted in draft form, which the ECB Safeguarding Panel will review at the end of January to determine which parts can be safely released to us now whilst not compromising the ongoing legal case.

All professional staff have completed safeguarding and EDI training. The next step is to look at the same for the Board. The ECB is rolling out a safeguarding workshop for directors but this has not been received yet.



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Safe Hands will run twice in the Cricket Centre and a new safeguarding module is also due any time now, with 80% standard content, with the remaining 20% tailored to the individual's specific role (coach, etc). The first safeguarding and EDI committee will take place tomorrow evening.

Three safeguarding cases and one EDI concern are currently being dealt with. Clubs are currently holding their AGMs and admin in relation to DBS clearances and changes to the update service is well underway for the forthcoming season.

#### **4. Governance Review Update (AW, TLa and JS)**

##### **4.1 Work to be undertaken to implement the governance review**

A paper was circulated by JS outlining where we currently are. Member organisations have started to confirm their positions, though some may need to be reminded. A discussion took place as to whether directors should be sitting on member organisation committees which concluded that by and large they should not. It was agreed without exception that the appropriate director will chair his/her relevant committee and the associated member of staff will administer the committee. Representative committee meeting dates have been set. JS has received confirmation from Companies House that he is now legally a Director of CCB Ltd.

##### **4.2 Implications of governance on TOR of committees/memberships, appointment and removal process for members and chair**

All committees will confirm their TORs and report back.

##### **4.3 Proposals for minimum training requirements for committee members**

JS has looked at the requirements, some of which are standard whilst others are job specific. TLa has undertaken some training about what it means to be a director and what is involved on a broad basis. He will summarise and offer to CCB if directors would value this. An updated skills audit will be conducted to assess skills currently present and what is required.

##### **4.4 Governance directorships confirmation**

The current Board of Directors is confirmed and will continue under the new structure, with the possible addition of new members to fill gaps in skills as already identified (see below at 5.2).

#### **5. Recruitment (JS)**

##### **5.1 Professional staff**

Interviews of three candidates for the marketing, communication and fundraising post will take place next week anticipating an appointment within the next two weeks. The



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Schools/club development officer post only attracted one applicant who is not a qualified coach. He may do a coaching course and be qualified by the autumn. Temporary cover in the interim may be possible by a previous member of staff returning from overseas. Low levels of salary may explain the low uptake in applications, though JS confirmed our offer is in line with other counties.

### **5.2 NED recruitment**

Meetings with two applicants are imminent. One candidate, who has worked with national sporting bodies in the past as well as having a wealth of relevant experience, may take over as the governance and risk NED. A second has skills from an HR and legal perspective to take over in that area.

A further expression of interest for the marketing and communications role has been received, though he is too busy to take over the role in full. The possibility of consulting and provide some advice on an ad hoc basis may be explored in the hope that he may come on board fully in the future.

### **6 Reports at Board meetings (JS)**

Now that new governance structure is in place, the question as to how should directors report into the board bi-monthly meetings was discussed. The provision of succinct written reports considered prior to meetings was discussed as a way of better keeping the focus of board meetings at the strategic level. JS will draw up a template.

### **7 Disability Committee TORs (JS)**

A document was made available for directors to take away, read and feed back. JS is working with D Painter to move forward in this area.

### **8 EDI Action Plan Targets (JS)**

Our EDI action plan needs to have specific targets built in, following a meeting with the ECB before Christmas. It was suggested that the targets are built into the strategic risk document as a suitable way of documenting and measuring success against them. The EDI action plan also needs to be updated in time for the 2021 census data, which is not fully published yet. The CCB website was briefly discussed in light of an ICEC directive to ensure it is representative of our community, which it was universally agreed to be.

### **9 Update on Trademark Issue (AW)**



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AW gave a brief update about the purchase of the chough image and the current position regarding the resolution of the dispute. A recent legal letter was read out which clearly sets out that our offer will not be accepted. A further response will be required by our solicitors (cost £500-600 +VAT) and, if proceedings ensue, there will be significant further costs. The options for next steps were discussed and the possibility of going through mediation was agreed, as was the possible development of a new image to avoid the issue becoming onerous and expensive.

### **10 Strawman papers 2024 strategy and new model for disciplinary action (TLa)**

Two papers were considered, the first proposing a new model for disciplinary compliance. General Conduct Regulations purport that there is no single system which all counties should use but do state that the ECB will not deal with appeals. A four tier system was proposed, with CCB therefore being the top layer of appeal. The tiers were outlined, and directors were in agreement as to the outline of the proposals, which require all clubs to affiliate to CCB and not just CCL, so that CCB will have jurisdiction over all areas.

In broad terms the layers can be summarised as follows:

Tier 1 – clubs to discipline their own players

Tier 2 – probably the most problematic as this is represented by the league disciplinary committee for league cricket, but there is no currently coverage across all other areas. A meeting with the CCL disciplinary committee to explore the way forward will be arranged with a single system being strongly preferred.

Tier 3 and 4 – CCB to administer and sanction.

The second paper relates to strategy, which, in its current form runs to 2024. Mainly as a result of the pandemic, we have not been measuring ourselves against this document. It will take upto a year to finalise a plan, the new version of which should therefore be launched at the 2023 AGM. It must be collaborative, driven by data and cover all areas. Growing the game as a whole, in all areas, should be the main focus. Written responses from directors will be welcomed as to whether the current three pillars should remain. The inclusion of EDI explicitly (rather than implicitly) was briefly discussed.

### **11 AOB**

Pre-season briefings for clubs were raised and JS will organise as previously.

**Meeting closed 7.31pm**

Signed..........(Chair)



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Date.....

Action Point	Who to complete action
1 Skills audit (4.3)	JS to conduct a skills audit of the Board of Directors to finalise training needs.
2. Recruitment of NEDs to vacant posts (5.2)	JS and TLa
3. Template for director reports (6)	JS
4. Disability committee TORs to finalise (7)	JS and D Painter All directors to feed back to JS on paper
5. EDI action plan targets	AW
6. Meeting with CCL disciplinary committee to discuss how to administer disciplinary action in all areas of cricket	TLa and JS
7. Directors to consider what should be included in the new strategy and put in writing	All directors to TLa

Date of the meetings for the remainder of 2023 are:

Board Meetings: 20th March, 15th May, 17th July, 18th September, 20th November 2023

General Meetings: 17th April (AGM), 16th October