

Overview of Board of Directors' Meeting

Held on Wednesday, 14 September 2022, 9:30 am – 3:30 pm via Zoom conference call

Directors in attendance: Dr Ibrahim Akubat (Sport and Performance Division Chair), Dr Lindsay Bottoms FBASES (Physiology and Nutrition Division Chair), Dr Adam Gledhill FBASES (Psychology Division Chair), Prof Zoe Knowles FBASES (Chair), Greg Koral (Non-Executive Director), Dr Kiara Lewis FBASES (Physical Activity for Health Division Chair), James Tugwell (Non-Executive Director), Susan Went (Non-Executive Director), Ian Wilson (Executive Director).

Attending: Andy Peart (item 5); Dr Kate Russell (item 6); Prof Helen Jones (item 7).

Minutes: Jane Bairstow (Senior Admin Officer).

Apologies: Dr Andrew Mitchell (Biomechanics and Motor Behaviour Division Chair) (who, prior to the meeting, had provided input into the agenda discussion items); Vinny Leach (Non-Executive Director).

1 **Welcome and opening remarks**

ZK welcomed everyone to the meeting, The priority focus areas for discussion were outlined. She noted the passing of HM Queen Elizabeth II and commended the Operations Team for how sympathetically they had marked Her Majesty's death across the website and BASES media channels. She noted all Operations Team would have a day off for the Bank Holiday on 19 September 2022 as a mark of respect.

2 **Declarations of Interest**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. IA declared an interest in the BUES criteria review paper. There were no other declarations of interest.

3 **Minutes of the previous Board meeting (held on 19 July 2022)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Further discussions took place regarding options to utilise the reserves. Directors are to provide feedback and rank suggestions. Division Chairs are to review the current BASES Awards, and in particular the Applied Practitioner Award, to see if any can be enhanced with the Reserves funds.

Board approved the new BASES Early- to Mid-Career Researcher Project Grant which will be launched and promoted soon, with the first application closing date being 15 July 2023.

Board approved Dr Kiara Lewis FBASES as the new Board Diversity Champion, replacing Vinny Leach.

Board had previously approved extending the Early Bird fees for 2022 Conference, to acknowledge current cost of living crisis.

The HR, Remuneration and Appointments Committee had recently approved the Staff annual salary review (scale increments and Consumer Price Inflation).

Board noted the 2021-2022 Annual Report was issued to the membership on 1 September 2022.

Board noted the Chair and Exec Director had recently approved three consultation submissions on behalf of the Public and External Affairs Advisory Panel: Sport in the North; My Science & Public Accounts Committee.

The Board noted the Chair and Exec Director had provided responses to a freelance journalist (BBC and The Guardian) on a recent article on football clubs' use of unaccredited psychologists.

5 **Status update – Partnerships work and Stakeholder Framework**

Andy Peart, Partnerships Manager (maternity cover) attended this item and provided an update on the status of discussions with current and new partners, including those from professional sports, performance sports and HEIs. Board are to review the Stakeholder Management Framework and discuss further at the November Board meeting.

6 **Organisational values, commitments, and behaviours**

Dr Kate Russell attended this item and gave an overview of the paper that she had been working on with IW. Board agreed to go to open tender for a designer to develop visuals to depict the new values, behaviours and commitments, which will be shared with the membership at the 2022 AGM in November, as a Special Resolution to adopt the new values.

7 **Clinical Exercise Physiology UK proposal - BASES funded CEP-UK CPD grants**

Prof Helen Jones attended this item and gave an overview of her paper to establish four £650 grants per year to support CPD towards clinical exercise physiologists' application to, and maintenance of, the Registration Council for Clinical Physiologists (RCCP)

8 **Rework Project - Redefining development and employment expectations for sport and exercise science.**

IA gave an overview of his discussion paper which prompted discussions and questions. IA to prepare a Project Justification Form for consideration at the November Board meeting.

9 **2022 - 2023 Operational Plan Q1 report.**

IW provided an overview on the Green and Amber deliverables, noting some good work had started on some deliverables over Quarter 1.

10 **KPI dashboard**

The Board reviewed this updated reporting tool, which visually shows actual performance versus trajectory. Discussion took place over a number of the KPI graphs.

11 **Updates were provided for the following Standing Committees:**

Division Committee - Biomechanics & Motor Behaviour

Division Committee - Physical Activity for Health

Division Committee - Physiology & Nutrition

Division Committee – Psychology

Division Committee – Sport & Performance

Human Resources, Remuneration & Appointments Committee

Finance & Risk Committee, noting good performance against surplus for Q1. The Board approved the 2022-23 Q1 Management Accounts. A discussion took place over the Risk Register, noting good performance and improvements, with the average net weighting going down. Board noted improvements to governance procedures and knowledge retention, and discussed concerns on Membership figures dropping, and on Income and varied income streams.

Governance Committee

Learning and Development Committee

Professional Standards Committee – Board supported discussions with the HE Endorsement Scheme Advisory Group regarding minor changes to BUES accreditation criteria. A brief discussion took place regarding possible combined BUES/Lab accreditation and regarding future single-discipline M-level endorsements.

Stakeholder Committee

12 **Board effectiveness**

Discussion took place on the importance of having complete Standing Committee reports in time for the Board meeting and how the decision-making process can be more rigorous with greater time, either through an increase in the number of Board meetings or extending the length of Board meetings. Discussion took place over sharing best practice of running Standing Committees and how the Advisory Groups can best feed into and out of the Standing Committee structure.

13 **Review of the BASES Disciplinary Policy**

As part of an ongoing review of all BASES policies, significant work has taken place over the last few months on the planned review of the Disciplinary Policy. Directors discussed proposed changes which will be developed over the next couple of months. Engagement with the Legal Advisor will take place once the review is complete and final suggestions are agreed. Members will then be updated of any changes to the new Disciplinary Policy, once finalised.

14 **Reporting Lines in the event of Officer incapacity (short-term or long-term)**

Board discussed the importance of this item and who would pick up what areas in the unlikely scenario of an Officer being incapacitated, so that business operations do not stall (disaster recovery). A proposal is expected for the next Board meeting.

15 **Any other business**

Discussion took place on feedback provided to Expert Statement authors who were not successful for publication in the following edition of The Sport and Exercise Scientist. It was agreed that LB, a member of the BASES Expert Statement Advisory Group, would act as a central contact for the Panel for any queries from the Operations Team.

Dates of next meeting:

Board Calls:

Thursday 20 October 2022, 0900 - 1000

Board Meeting:

Monday 14 November 2022, King Power Stadium, Leicester, 1330 – 1630

AGM:

Tuesday 15 November 2022, King Power Stadium, Leicester, 1715 – 1800