



Company Number: 08389386

ANNUAL GOVERNANCE STATEMENT 2020

1. One of the requirements of the County Governance Framework, which sets out the standards, processes and procedures by which the England and Wales Cricket Board expects those organisations it funds to be governed, is for those organisations to publish an annual update on their work to improve their governance. This Annual Governance Statement is the first produced by the Warwickshire Cricket Board to satisfy that requirement.

General

2. The Board of Directors met nine times during the year at formal Board meetings, with those held between March and the end of the year by zoom video conference. At each meeting the Directors were required to declare any conflicts of interest or loyalty; none were declared in 2020.
3. In a normal year the Board would meet five or six times but there were more meetings in 2020 to manage the difficulties caused by COVID-19. Although the implications of the pandemic dominated most of the meetings, Board standing items, including safeguarding, risk management, finance and other operational issues, were also considered at each meeting in accordance with usual practice.
4. Guests were invited to some Board meetings as required, and these included the County Welfare Officer, key staff and the Chief Executive(s) of Warwickshire County Cricket Club.
5. During the year the Board approved a number of documents intended to strengthen existing governance arrangements, including:
 - A formal Scheme of Delegation from the Board to the General Manager
 - Formal Board Terms of Reference, including Board Duties and Responsibilities
 - Revised Director Letters of Appointment
 - A Code of Conduct for Directors
 - A Declaration of Good Character for Directors
6. In addition, all Director Appraisals were completed and a comprehensive skills audit of board members was undertaken. The results of both will be incorporated into appropriate action plans during 2021.
7. The introduction of COVID-19 restrictions forced the postponement of the Annual General Meeting in March and it was subsequently held, via zoom, on 18th May.

Governance Sub-Committee

8. A Governance Sub-Committee was formed, which met twice during the year to review WCB's compliance with the England & Wales Cricket Board's County Governance Framework. The sub-committee considered:
 - Revisions to the Articles of Association to meet ECB requirements
 - The way the Board of Directors operated during the year
 - The need to recruit new directors
 - A self-assessment against the ECB Governance Framework
 - Progress in implementing the Board's Governance Action Plan
9. The main changes proposed to the Articles, which will be recommended to the 2021 AGM for approval, introduce limitations to the length of time Directors and the Chair may serve (to ensure the board is refreshed from time to time), set targets to maintain and where possible improve board diversity, provide scope to co-opt directors, as appropriate or necessary, and for one executive (General Manager) to be appointed as a Director.
10. During 2021 the sub-committee will consider the following issues which will complete all of the basic requirements of the governance framework:
 - The development of a formal induction process for new Directors
 - Updates to the website to improve the transparency of Board Governance arrangements
 - The production of a Stakeholder Engagement Plan

Risk Management

11. The Directors reviewed and up dated the Risk Register at each meeting. Two risks were added to the Register in relation to the Coronavirus pandemic, and no risks were completely closed during the year. As a result of implementing mitigating actions it was possible to reduce the scores for two risks, but the scores for three risks had to be increased.
12. At the year end the Board's top five risks were:
 - i. There are actual or alleged breaches of the WCB Safeguarding Policy
 - ii. WCB fails to deal appropriately with safeguarding referrals from affiliated clubs, other stakeholders or the ECB
 - iii. Allegations or claims are made against WCB in relation to inappropriate, illegal or bad practice
 - iv. There is an avoidable loss of cricket facilities
 - v. WCB and other stakeholders are unable to respond positively to requests to meet increasing demands for cricket grounds and other facilities
13. Appropriate mitigating actions were identified to minimise, as far as possible, the likelihood and implications of all risks on the register.

Safeguarding

14. At each Directors' meeting the Lead Director for Safeguarding briefed Directors on the number of active cases, including those requiring specific intervention and the action taken, trends and outcomes.
15. In accordance with the Board's Safeguarding Policy, at the Director's meeting on 20th January 2020 the County Welfare Officer (CWO) presented the Annual Safeguarding Report. The key issues identified in the report were:
 - A trend of increasing cases and corresponding workloads for the CWO
 - A need for better co-ordination with Warwickshire CCC
 - A general need to give safeguarding more prominence in the Business
16. The Directors agreed to take the following action:
 - Review the role of the CWO and improve its resourcing and profile
 - Work with WCCC on policies and procedures
 - Update WCB's Safeguarding policies and procedures

Review of Policies

17. In accordance with the agreed programme, the following policies were reviewed and deemed to require updating in 2021:
 - Privacy Policy
 - Social Media policy
 - Recruitment Policy

Finance

18. Although 2020 was very challenging operationally and financially, as a result of careful financial management and Government and ECB financial support there was a loss of just £800 for the financial ending 30 September 2020. The Board was pleased to appoint an existing board member, with professional qualifications and lengthy experience, as Finance Director to replace the former incumbent who stood down at the 2020 AGM. Robust cash management, together with improved financial reporting, were essential to manage the financial implications of COVID-19.

Strategy

19. The Board's new Strategy 'Give Everyone the Chance to Choose Cricket 2020-24', which was produced after consultation with local clubs and other key stakeholders, was approved by the Board in early 2020 and together with the County Club and Edgbaston Foundation Strategies was incorporated into the plan for "Warwickshire Cricket" as part of the County Partnership Agreement with ECB.
20. Although the Board's plan will require some modifications due the pandemic all the principles and essential objectives remain.

Staffing

21. Two new members of staff joined in 2020 and settled in well. In response to the increasing demand it was decided to formalise the role of the County Welfare Officer as a permanent, albeit part time, member of staff with effect from 1 October 2020.

Statutory Requirements

22. All of the statutory returns to Companies House and HMRC were submitted on time and the annual registration with the Information Commissioner's Office was renewed.

Insurance

23. WCB continues to be insured by Allianz via Marshall Wooldridge's ECB Extra Cover Insurance. The cover includes Public Liability claims up to £5 million and Employers' Liability Claims up to £10 million.

Conclusions

24. Overall the Directors believe that the Board's Governance Arrangements remain appropriate, robust and effective. There is recognition that there is scope for further improvement in order for the Board to serve the recreational game as effectively as possible and the Board will work hard throughout 2021 to continue its progress.