



Record of GBWR Board of Trustees Meeting dated 11 September 2013

Present: Kevin Aitchison Chairman (KA)
Michael Spence (MS)
Paul Fieldhouse (PF)
Simon Le Fevre (SLF)
Tony Manos (TM)

In attendance: Richard Allcroft (RA)
James Madden (JM)
David Pond (DP)

Note: James Madden advised the meeting that, pending the outcome of the adjourned 2013 GBWR AGM, Richard Allcroft, Andrew Flatt and James Madden were not currently trustees of GBWR and it was therefore agreed that their attendance at the Board was in a non- voting capacity.

1.0 Declaration of Interests

1.1 With regard to the business of the meeting, none declared

2.0 Apologies

2.1 Andrew Flatt

3.0 Minutes of Meeting dated 7 May 13

3.1 The minutes were agreed as a true record of the meeting.

4.0 Actions Arising

4.1 All actions either complete or included as part of the agenda.

4.2 KA asked the CEO to provide an update on the position with the Onshore contract. DP explained that a workshop took place on 10 Sep 13 with all GBWR staff and the Onshore team. This explored the communication priorities in support of the GBWR strategy and looked at the options around meeting these within the current budget. Onshore will provide an analysis of the workshop with clear costed options for meeting communications needs. A priority piece of work will be the construction of the new website with the aim of having this completed by the end of the year.



4.3 SLF asked for a brief record of the Trustee pre AGM meeting which DP agreed to provide.
Action: DP

5.0 CEO Report

5.1 The CEO Report was taken as read. Questions and responses arising were:

- MS raised the issue of Safeguarding (his points are reported under Item 7)
- PF asked whether enough was being done around marketing. He agreed it was challenging but thought there was potential to do more. DP outlined the current approach to marketing which was managed as part of his portfolio. He explained that he was considering the option of employing a professional fund raiser for a fixed period and taking the risk on whether they would achieve the target set. TM explained that it was a difficult climate to work in and felt that the sport was not sufficiently attractive for a big sponsor but that there may be smaller sponsors interested in bits of it. DP explained that this was also his analysis which accounted for his approach to marketing which is to find smaller sponsors who can have something distinctive of their own eg Super Series (Coloplast); Bright Young Things (Get Kids Going); Military Recovery Programme (H4H); launch of Youth Programme (Nigel Wray). SLF also introduced the idea of engaging with partners to see if they might provide some additional support in the form of individuals from their workforce who could offer professional skills in targeted areas of interest to GBWR. This might be sold to partners as part of their CSR plan. It was agreed that PF should lead on providing a short paper for the December Board which looked at options for how GBWR might get greater marketing engagement.

Action: PF

6.0 Charitable Donations between 8 May13 and 11 Sep 13

6.1 A donation of £12.5k was received from the Middlesex Foundation. A donation of £1k was received from Enterprise. A donation of £1k was received from Mobility Solutions. All of these donations were unrestricted.

7.0 Governance and Finance Update

7.1 The following new policies were approved by the Board:

- The GBWR Staff Handbook which includes a number of HR policies. DP explained that this handbook had been reviewed and agreed by an Employment solicitor at Moorhead James LLP
- The GBWR Safeguarding Policy. This was approved following a lengthy discussion regarding the management of safeguarding risk particularly associated with the growth of young people in the game. MS raised concerns about the awareness and ability of clubs to

manage safeguarding issues. He cited the lack of training amongst coaches and key volunteers. DP agreed but explained that the Safeguarding policy was the start of addressing this issue and that he was about to agree a contract for a Safeguarding consultant to work with the clubs on establishing club procedures and supporting these with training and education. JM stressed the importance of effective identification and management of risks particularly associated with venues. MS said his concern was more about what happens in routine club training sessions and whether these were run in a manner that provided the Board with the appropriate level of confidence. It was agreed that young people should be encouraged and supported to play in clubs subject to the implementation of the GBWR Safeguarding policy. A safeguarding consultant is being engaged to work with the clubs to identify safeguarding needs and to put in place an action plan to address these. High on the priority list will be training. Currently:

1. A child is only eligible to play if he/she has a signed parental consent form and the personal signed approval of the CEO.
2. It is the responsibility of the coach taking the individual session or club game to ensure that everyone, and especially children are safe.
3. In competitions, the lead official may stop the game at any time he/she has concerns for the safety of any player.
4. GBWR insurance cover is specific about the cover for children.
5. GBWR has appointed Jo Arnold RDO North as the NGB Safeguarding Officer.

JM stressed the importance of all key people being briefed on their safeguarding responsibilities at the earliest opportunity. It was also agreed that safeguarding should be included in the pre-event brief to officials and coaches. Finally DP reported to the Board that the work GBWR had already completed had resulted in the achievement of the NSPCC Preliminary Standards in Safeguarding and the Protection of Children in Sport.

- Crisis Response Plan. DP explained that this would need to be viewed in parallel with the RFU plan as many of the core systems which GBWR rely on are provided by the RFU.
- Fraud and Anti-Corruption Policy

7.2 The following policies were subject to routine annual review by the Board. DP outlined any where there had been changes made. All were approved by the Board.

- Financial Management
- Contract Authorisation
- Expenses
- Health & Safety
- Whistle-Blowing
- Declaration of Interests
- Grievance
- Complaints



- Data Protection
- Equality
- Risk Register

7.3 Relating to the above reviews the following point was discussed:

- Health and Safety. MS explained that he had concerns about the use of power tools and other electronic machinery which was progressively being used by clubs at competitions. DP explained that the safety of equipment and equipment use was covered in the policy but that he would ensure that this particular issue was addressed as part of the pre-competition brief ahead of all events.

Action: DP

7.4 Risk Register. SLF reported that this had been reviewed by the GFSC and it had been agreed that all risks were being adequately managed. He explained that action is to be taken to simplify the register using a RAG rating system and focusing on the top 10 risks.

Action: DP

7.5 NGB Recognition Status. SLF reported that GBWR has confirmed that it will use the truncated application version. This main issue to be addressed is the position of athletes from Northern Ireland

Action: SLF

7.6 Equality Action Plan. SLF reported that Liz Davidson, the consultant GBWR had previously used has confirmed that she will support us further to progress the action plan. In the first instance she will manage the collection and analysis of any additional equality questionnaires which have been provided to all new GBWR employees.

7.7 Finance Update. In the absence of AF, DP provided the update. The income and expenditure was reviewed and income yet to be received listed. DP briefed that the July position shows us to be about £25k under budget. There has been some underspend in the WCPP due to some staff not being appointed within the budgeted timeline. At this point in the financial year DP continues to forecast a break even position at year end.

7.8 SLA with the RFU. DP briefed that he has produced a draft SLA which is with AF for review.

7.9 Reconvened AGM. DP updated the Board on progress. All the papers had gone out to Members within the statutory timelines. The deadline for Members' Resolutions had past with none being tabled. The deadline for Members' AOB ended at mid day on 11th and confirmation is yet to be received as to the position. Apologies had been received from all



Trustees with the exception of RA and PF. KA will invite PF to chair the AGM on his behalf.

Action: KA

The Board confirmed the AGM Resolutions (attached)

8.0 Board Timetable

8.1 Paper to be tabled at December Board

Action: DP

9.0 Board Composition

9.1 To be discussed as part of the January Away Day

Action: DP

10.0 International Relations

10.1 KA thanked RA for circulating his paper which was discussed. The Board approved the recommendations in the paper and RA's international involvement.

11.0 HR Issue

11.1 The Trustees discussed a current HR issue.

12.0 2014 Dates

12.1 KA invited DP to circulate draft Board and GFSC dates for 2014. A provisional Dates of Meetings:

1600 6 November GFSC @ Nabarros

1500 11 December Board Trustees @ Nabarros

Note with proposed dates for GFSC and Board to be circulated by CEO