



Record of GBWR Board of Trustees Meeting dated 13 February 2013

Present: Kevin Aitchison Chairman (KA)
Andrew Flatt (AF)
Richard Allcroft (RA)
Michael Spence (MS)
Paul Fieldhouse (PF)
James Madden (JM)
Simon Le Fevre (SLF)
Tony Manos (TM)

In attendance: Lorraine Brown PD (LB) for item 1
David Pond CEO (DP) joined Board after Item 1
Liz Davidson DSL (LD) for item 15

1.0 Performance Director

1.1 Lorraine Brown was appointed as the Performance Director on 1 Feb 13. She introduced herself to the Board and provided her vision for GBWR. This was well received by the Board who requested that she report back to the Board at the next meeting post the European Championships.
Action: CEO

2.0 Declaration of Interests

1.1 None declared

2.2 DP confirmed that all Trustees had now completed the annual declaration of interest's document.

2.3 SLF highlighted that HMRC expects charities to be able to demonstrate that individual board members meet the requirements of the 'Fit and Proper Person's Test' and it was agreed that they make such a declaration. DP took an action to facilitate this.
Action: DP

3.0 Apologies

3.1 None

4.0 Minutes of the meeting dated 5 Dec 2012

4.1 The minutes were agreed with the only amendment being the correction of the date of the meeting which should read 5 Dec 12 and not 6 Dec 12.



- 4.2 The Chairman asked for the notes and action points from the Board's Effectiveness Review session on 10 January 2013 to be appended to the minutes of this 13 February meeting.
Action: DP
- 5.0 Actions Arising
- 5.1 Item 4.2 Dinner with SMT to be agreed/scheduled. PF raised the point that the Board had still not agreed a date for this. The Board reaffirmed its wish to dine with the SMT though recognised that this now comprised the CEO, PD, and NDD. One option proposed was to hold it around the AGM. CEO was tasked to report back the arrangements for the AGM following which a decision could be made.
Action: CEO
- 6.0 Charitable Donations between 5 Dec 12 and 13 Feb 13
- 6.1 A donation of £10k was received from the BOOST charity in respect of the Ambassador Project and a donation of £12,958 was received from QBE for holding the business wheelchair charity event. The Board noted that the use of the QBE donation was unrestricted.
- 7.0 Governance and Finance Update
- 7.1 AF briefed the Board that work on the 13/14 budget was slightly behind as the PD and new coach needs to be in position to consider the WCPP which was a large slice of the budget. CEO confirmed that this work will be undertaken over the next 2 weeks. He also reported that the other elements of the budget were largely complete and that he is meeting with AF to discuss these in the next week. AF explained that he expected there to be some constraints around aspects of the programme and budget particularly in respect of costs associated with moving more training to the USA. He said that he would be challenging the CEO and his team around affordability.
- 7.2 AF briefed that he had discussed the audit arrangements with the auditors and requested delegated authority be given to the GFSC for approving the 2012/13 annual accounts and financial statement. The Board agreed this request.
- 7.3 SLF presented the updated Risk Register which had been discussed at the GFSC. The key risks were discussed and the mitigation actions agreed. KA requested confirmation that the Board would regularly consider the risk register. It was agreed that the GFSC will look at it in detail on a quarterly basis and that a high level summary will be prepared and presented to the full Board also on a quarterly basis.
Action: SLF
- 7.4 In response to a question from KA, SLF confirmed that David Gibbs had been co-opted as an additional, non-trustee member of the GFSC, given his expertise in risk management matters.



8.0 CEO Report

8.1 DP updated the Board on:

- His visit to the FA Centre at Burton. He explained that this is a state of the art performance facility with excellent accommodation. He said it would be worthy of consideration as a training venue on an opportunity basis and it is also ideal for staging an international event. There remained one potential issue which is whether the centre will permit wheelchair rugby to be played. There was concern that it might damage the floor and so arrangements are being made to stage a limited test event there. CEO explained that there are an increasing number of venues, especially new ones that did not permit wheelchair rugby. The Board discussed this position and RA explained that the IWRF are also involved in addressing this issue and is collecting evidence in respect of the impact of the game to venue floors.
- DP briefed the Board on his meeting with Matt Hampson and explained that the details of the partnership between GBWR and the Matt Hampson Foundation are now being worked through. There will be an opportunity for Marauders to rebrand themselves as a Leicester Tigers team and enjoy the benefits that this would bring. This would likely include local sponsorship; training venue support and the full association with the Foundation. In addition MH is offering an opportunity for one GB player to be sponsored as part of the foundation and also proposing a joint corporate dinner in London during 2014. DP will be working with MH to draw up a partnership agreement once the Marauders situation has been agreed.
- DP circulated the research proposal which has been submitted to the Peter Harrison Foundation requesting funding for 2 research positions, which would be employed by the Peter Harrison Centre at Loughborough University to focus on wheelchair-rugby related sports science.

9.0 Strategic Plan 2013-2017

9.1 DP presented the final draft and explained that this had now been considered by the SMT, the DMG and individual Trustees and that all comment had been considered and most incorporated into this draft. DP explained that the final thing he intends to do is to place it on the website for any final comment from members. He will then get it printed. The Board approved the plan subject to any minor changes that may be proposed as part of the final membership review.

10.0 Governance Action Plan

10.1 SLF introduced this item. In summary he explained:

- The immediate focus is on dealing with the items which are conditions of the UKS and SE funding agreements.

- That the intended approach to the Club affiliation work is to deal with this separately from personal membership; and that this would be reflected in the work on proposed constitutional changes. The Board noted that the GFSC had agreed a small working group of JM, DP, SLF and KC to take forward this item
- Dealing with the gaps identified by Moore Stephens as part of the 2012 self - assurance process is also a priority due to the requirement to achieve a green rating in 2013
- That he had received a reference document prepared by Farrer & Co Solicitors which provides a framework to be used for the review of our Memorandum & Articles
- That we need to ensure we are meeting all our Charity Commission obligations
- He has written again to Sport England requesting early confirmation of the status of the next stage of our application for recognition.
- Finally he explained that other on going work would continue such as policy review many of which are also enablers to the completion of other actions

The Board noted that SLF and DP would provide an updated version of the Governance Action Plan for the next Board meeting. Action: SLF/FP

10.2 DP asked JM to update the Board on the possible availability of a volunteer who had come forward to assist with the update of HR policies. JT explained that this was a former Nabarro HR specialist who had said she may be able to assist with updating HR policies, drafting a Personnel Handbook and helping GBWR to establish best practice in HR. At this point JM explained that she was unable to confirm her availability but would do so as soon as possible.

11.0 Annual Business Plan

11.1 This item to be deal with outside the Board.

12.0 Recruitment

12.1 DP briefed that the recruitment to the PD, Coach and RDO positions was complete subject to contract. The PD started on 1 Feb, the Head Coach will start in the near future and the RDOs will start on 1 April. Work was now being undertaken to determine the other performance roles though many of these are likely to be delivered as service contracts. KA requested confirmation that salary negotiations were within the budgeted range. DP confirmed this was the case.

13.0 Employee Matter

13.1 DP orally reported on a matter relating to an employee.



14.0 Any Other Business

14.1 KA asked RA to circulate to the Board his paper on the 'Funding submission for International Relations'.

Action: RA

15.0 Equality Update

15.1 Liz Davidson, GBWR's UK Sport-Designated Support Lead on Equality provided a 30 minute presentation to the Board, and also dealt with FAQs on the Equality Act 2010.

15.2 The priority for GBWR currently is to achieve Foundation Level requirements by 31 March 2013. This may still be a challenge to achieve this timeline but Liz confirmed that the GBWR Equality Action Plan provides a good framework for addressing the requirements. SLF remains the Board lead for this work, and will work with LD to prepare for the Foundation Level assessment. Action: SLF/LD

Date of next meeting:

The Board confirmed the following meetings all to be held at Nabarro Offices courtesy of James Madden:

7 May @ 1500	Full Board
4 June @ 1600	GFSC
18 June @ 1600	Full Board – pre AGM Meeting
21 June	AGM details to follow