



## Record of GBWR Board of Trustees Meeting dated 16 Sep 2014

**Present:** Kevin Aitchison Chairman (KA)  
Simon Le Fevre (SLF)  
Tony Manos (TM)  
Andrew Flatt (AF)

**In attendance:**  
David Pond (DP)

### 1.0 Declaration of Interest

1.1 SLF declared that Wharton Consulting (WC) is now one of the company's on the Sport England Framework. SLF is engaged by WC and so were GBWR to seek such services through the framework, it would be necessary for the Board to review whether it would be appropriate to use WC. DP advised that there is no current plan to seek such services through the framework.

### 2.0 Apologies

2.1 Mike Spence; Richard Allcroft, Paul Fieldhouse, James Madden

### 3.0 Minutes of Meeting dated 25 Jun 14

3.1 These were agreed, DP having corrected the date of the record

### 4.0 Actions Arising

4.1 KA asked where in Dorset the new club was starting. DP was unable to answer.

*Post Meeting Note: The new club is based in XXXX*

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

### 5.0 CEO Report

5.1 The report was taken as read.

5.2 AF congratulated the executive team on the scope of the work being undertaken and the results achieved but expressed concern about capacity. He and other Board members voiced concern about excessive workloads on the CEO and NDD in particular as new initiatives are absorbed. DP thanked the Board for its attention to this and whilst agreeing that managing workloads and the growth of the sport was an issue, being reflected in the risk register, he is confident that he is currently managing this as well as possible.

He went on to explain that the positive news in respect of Sport England reward and event funding now allowed for the recruitment of one new full time community programme manager which he has just submitted an advert for. In addition, Martyn Salt is now firmly in place as the WWRC15 Events Director. The end of Invictus would also create some capacity. AF responded that whilst all of this was positive it did not remove the fact that more people will generate an additional management load which DP accepted. In summary it was agreed to deal with this risk by:

- increasing resource where possible
- avoiding taking on new initiatives without the resources to go with them
- moving deadlines where possible

KA said that the Board would support the CEO in whatever decision he took with regard to managing this issue but that it will inevitably be a subject that we will continue to highlight

#### 6.0 World Wheelchair Rugby Challenge 2015

6.1 The report was taken as read.

6.2 KA noted that there are still no sponsors signed up and asked about the sponsorship strategy. DP explained that he was reviewing this with the Event Director with a change of direction imminent. He hoped that post Invictus games it may be easier to gain traction with some organisations who had previously expressed an interest.

6.3 KA congratulated DP on the success of the Sport England and UK Sport bids to support the tournament. AF explained that the latter came with a list of conditions but it was felt we could manage these.

6.4 SLF asked about progress towards establishing the new directors of WWRC15 Limited. AF replied that the company had initially been set up with him as the sole Director in order to get it started but that he was now leading on establishing the other Directors, all as previously agreed i.e. DP as Managing Director with TM and KA as the other non-executive directors.

Action: AF

#### 7.0 Charitable Donations between 25 June – 1 September 2014

7.1 Charitable Giving £6. Nigel Wray £5k (for youth programme)

#### 8.0 Governance and Finance Update

8.1 Q1 Review of Business Plan. DP went through all the RED (no / little progress) areas and updated the Board on how these were being risk managed. In some cases RED arises due to changes in timelines for practical reasons ;following challenge from SLF, DP explained that where appropriate timelines will be reset as part of the new business planning cycle.

Action: DP

- 8.2 Sports Recognition. SLF briefed the Board that he had been informed by Sport England that the application would be going before the Sport England Board in October/November.
- 8.3 Equality. SLF reported that progress was being made but that the consultant working with us on this has advised that we seek an extension to the deadline until December. This has now been requested. Action: SLF
- 8.4 Club Affiliation & Membership Proposal. SLF presented this which is now near its final draft. DP will review version 005 with the aim of this version being presented to the DMG for consultation on 18 September. Assuming there are no strong and rationale objections following DMG involvement then the proposal will be presented to the Membership as a resolution at the AGM on 8 October. Action: DP
- 8.5 DP updated the Board on the revised Self Assurance process and explained that it was the Sport England and UK Sport position that we are well placed to undertake the new off-line process. The Board agreed this proposal and DP explained that he would be aiming to complete the first draft of this by end of 28 Oct. SLF offered to review the draft prior to sign off by KA by end of 29 October (KMA will be travelling in Asia for a week from the 30<sup>th</sup> October and will not be available for ten days thereafter). Action: DP/SLF/KA
- 8.6 In Year Budget. The Board noted CEO Report on the current position. AF added that he was content at this point but would be taking a more detailed look at the 6 month position which we will have in about 2 weeks time.
- 8.7 DP ran through the risk register and the Board was content that all risks were being adequately managed at this time.
- 9.0 Review of Articles & Memorandum
- 9.1 DP briefed the board on progress and his meeting with Farrers Solicitors who have been engaged by GBWR to support this work. DP has completed his first review of the Articles using the Farrer template and has met with Farrers who have advised that the draft document should not be tabled as a resolution at the October AGM but that more time should be given to membership consultation. The broad action plan agreed with Farrer is:
- Farrer will take the completed template and review it to ensure it is legally sound. This will include passing it by the Charities lead at Farrer
  - A 'clean' reviewed copy will be returned to DP who will circulate to the Board in the first instance
  - Further to any Board comment the document will then go out to Member consultation using the website and DMG. It is expected to get this out no later than end of November
  - Having received and reviewed comments the document should be complete by January allowing a special meeting of Members to be called in February
  - In parallel with the above DP will write to Sport England and UK Sport to update them and seek agreement to an extension to the December deadline
  - DP will also look at drafting the first set of Rules to accompany the Articles. In turn these will also be reviewed by Farrer.
- Action: DP



## 10.0 Annual General Meeting

10.1 DP confirmed arrangements for the AGM on 8 October 2014. Notice with all supporting papers will go out on Thursday 18 September.

## 11.0 Safeguarding

11.1 Progress towards establishing an effective system is on track:

- Framework now agreed with CPSU
- List of individuals requiring DBS checks confirmed
- GBWR to fund DBS checks for each club head coach and welfare officer and also individual coaches who are used to deliver GBWR programmes
- RDOs have undertaken verification training

11.2 DP asked that a Board Member be identified as the Safeguarding lead. KA said that MS has volunteered himself for this role and has Safeguarding experience from his role as a School Governor. The Board approved MS as Safeguarding lead.

Action: DP/MS

11.3 DP advised the Board that there is a current safeguarding issue which requires the establishment of a Case Management Group (CMG) . Action is in hand to do this. As GBWR has yet to establish its formal CMG an interim group will consider the case. This will include DP, MS and a case worker from CPSU. Action: DP

## 12.0 Wheelchair Rugby Experience Company

12.1 The Board discussed its position in respect of the above company which appears to be led by former GB Captain Steve Brown. The Board was unanimous in the view that there could be mutual benefits to the company and GBWR working together to deliver specific wheelchair rugby opportunities. It would be important however to ensure that the reputation of GBWR was protected and that the product delivered was of a high standard. TM introduced the idea of creating a GBWR 'kitemark' which would be a sign to any organisation or individual that a particular organisation was delivering a wheelchair rugby experience that met the quality standard of the NGB. It would be important for GBWR to confirm that any such organisation meets for example H&S, insurance, safeguarding and other key safety/governance requirements. It may be to GBWR's advantage to help the above company achieve the requirements in these areas if it is to work in partnership with the aim of commissioning services from it. It was agreed that DP should meet with Steve Brown and discuss.

Action: DP



13. Board Development Day

13.1 The Board confirmed that the Board development day would take place on Monday 19 Jan 15. The Board wishes the agenda to include:

- Board evaluation (questionnaires to be issued ahead of the December Board)
- Review Strategy
- Marketing (DP to seek external lead – discuss with Sir Keith Mills and Joanna Manning Cooper)
- GB Event strategy – possible bid for European Championships in 2017

Action: DP

14. International Report

14.1 The paper was taken as read. Discussion was held until December Board when it is hoped RA will be present and able to lead.

Date of Next Meeting

8 Oct 14	AGM Marriott Hotel Leicester @ 1700
18 Nov 14	GFSC Nabarro * Note new location 125 London Wall
9 Dec 14	BOT Nabarro
19 Jan 15	Board Away Day venue tbc