

Record of GBWR Board of Management Meeting dated 17 July 14

Present: David Pond CEO DP
Kirsty Clarke National Development Director KC
Lorraine Brown Performance Director LB
Daniel Hook Corporate Secretary DH

1. Apologies Nil
2. Minutes of meeting dated 3 Jun 14
 - 2.1 Approved.
3. Actions Arising
 - 3.1. Lee Stutely Contract Action: KC/LB
Letters to reflect changed number of days for performance service contracts
All other actions complete or included in agenda
4. Q1 Review of Business Plan
 - 4.1 RAG ratings in attached document. Key actions:
 - 1.1 Youth. Children in Need is interested in our application and we are responding to follow up questions on our project plan. No guarantees but promising progress. Saracens Foundation/Aspire programme is on target to launch in the autumn. DP keen to be clear about the joint objectives; evaluation criteria and to have an SLA with partners.
Action: KC to work with partners to agree and document objectives /Evaluation criteria. Kc to provide report of Aspire project which has just finished.
Action: DP to meet with CEO Aspire re SLA
 - 1.2 Rugby Wheels. Current targets will be met in autumn less than half way through business year. Now awaiting SE news on reward funding to determine potential for increase in programme activity.
Action: DP/KC chase SE
 - 1.3 Military Programme. H4H budget now spent and need to address programme going forward.
Action: KC to provide evaluation report of activity delivered to date.
DP to use report as basis for further bid for funding from H4H
 - 2.2 BME provision. DP now in contact with Stonewall, meeting planned.
Discussed looking for an opportunity for a woman's event . Also possible media piece on Ayaz and Ramadan.
Action: DP discuss with Onshore. KC consider opportunities re woman event
 - 3.1 New competition opportunity. Challenge Cup 6 September
 - 3.3 Community/Legacy opportunities around WWRC15. DP explained his discussions with GLA. Date to be agreed to meet GLA Programme Manager – KA/DP.

Action: DP to contact GLA with dates: 2/9, 4/9 11/9

- 4.3 Evaluate centre of excellence. The UKS sponsored report has now been received with Lillishaw as the preferred option. LB now wishes to hold a camp at there to provide athletes with an opportunity to experience the venue and comment. The aim is to be operating from the centre which will be preparing the team for 2016 by the start of 2015.
Action: LB
- 5.1 Coaching System. The BOM discussed the Coaching Conference planned for 9 October. It was agreed that Paul Arnold should lead on organisation. Areas to be covered should include sessions on Anti-Doping, Managing Athletes – focus on CP, and areas to be offered by Performance Staff. DP will discuss with Leicester Tigers the possibility of holding the event there.
Action: All – clarity required for September BOM
- 5.4 Mechanic Workshops
Action: KC/LB to agree
- 5.5 Volunteer Strategy. Amanda Thomas has the lead.
Action: KC meeting with AT to report back progress at Sept BOM
- 5.6 Trained Workforce. Look for new session Lifting/Risk Assessments on 5/6 Nov
Action: DP investigate provider in Leicester
- 6.9 Business Continuity plan.
Action: DH to investigate RFU position. What plans do RFU have to test?
- 6.12 Safeguarding. Significant progress has been made with a range of documents to be forwarded for review and agreement in the next week. An update will be provided for the September Board Trustees meeting. The on-line DBS registration should be set up by the end of August and Amanda Thomas and Paul Arnold are being prepared to take on role as Verifiers.
Action: KC to forward documents for review to CEO asap.
DP to ensure Safeguarding on Trustees agenda for September
KC to provide full update for September Board
- 7.2 Home Nations. Further clarity required around work in Wales. KC reported that she was meeting with Amanda to discuss.
Action: KC to provide report for next BOM on Wales programme
- 7.3 Red RAG
- 2.4 Talent Opportunities. Focus post World Championships – LB
 - 5.6 Workforce. Training Session to be delivered in November – DP
 - 6.9 Business Continuity. Investigate RFU position – DC
 - 6.11 Pension provision. Date extended to new year – DP
 - 7.1 Partner Support Officer. Await SE funding decisions – DP
 - 7.4 Commercial Arm. Ongoing - DP

5. Q1 Review of Budget

- 5.1 Q1 budget discussed in full. WCPP budget showing a positive variance of £94k. Following reconciliation this sum would appear to be reduced and a positive variance of around £19k is a more accurate figure. The difference can be attribute to a timing issue around the presentation and payment of creditors. Other budget areas are on target.

Action: WCPP budget to be scrutinised at September BOM by which time the liabilities recognised above should have been brought to account

6. [Invictus Games](#)

- 6.1 DP reported that GBWR continues to respond to requests. To date we have provided draft modified rules, commented on classification, identified officials and provided schedules. The GB squad is now in training with Mike Spence and Paul Jenkins with final trials planned for 29/30 August. We are working with Roma on some issues relating to chairs, specifically around the wheel design.

7. [WWRC15 Update](#)

- 7.1 Progress continues. The key development this month has been the appointment of Martyn Salt as the Event Director. He will now take the lead and start to form the Local Organising Committee. One of his early priorities will be to determine the schedule as this underpins ticket, hospitality and commercial strategies. Sponsorship discussions continue with many sponsors still claiming that they have yet to determine their RWC15 activation strategy so unwilling to commit. We still await a UK Sport decision to support with deficit funding. We are now meeting with GLA to discuss its possible support of the community festival element. Martyn will attend the September BOM.

8. [Key Strategic/Operational Milestones](#)

- 8.1 Updated and attached.

9. [Catch Alls](#)

- 9.1 Post Evaluation Reports. KC to provide by 31 July
9.2 AGM Arrangements. LB to confirm availability of Marriott Leicester
9.3 Sport England Review. 28 July. KC to forward draft to DP by 25 July
9.4 General Assembly Update. The IMG have now discussed the various motions having consulted with the DMG/ Performance Group and key professionals. The GB position on each motion is now agreed. Richard Allcroft will circulate a summary ahead of the Assembly.
9.5 Club Model. DP and KC to meet with Simon Le'Fevre on 28 July at Sport England offices to progress. Aim is for DMG to discuss proposal at 18 September meeting. DP to forward latest draft to KC.

10. [AOB](#)

- 10.1 None

Dates of Next Meetings

30 Sept

Pre-AGM

8 Oct

AGM

22 Oct

(Reserve may not be required)

Nov

17 Dec

Short pm meeting followed by Xmas Dinner