

## Record of GBWR Board of Management Meeting dated 18 June 2013

Present: David Pond CEO DP  
Kirsty Clarke Head of Operations KC  
Lorraine Brown Performance Director LB  
Daniel Hook Corporate & Membership Secretary DH

1. Apologies None
2. Minutes of meeting dated 2 May 13
  - 2.1 Approved.
3. Actions Arising
  - 3.1 (3.1) 3 x elite chairs – Draft to measure and quote to be forwarded to GKG  
Action: LB  
KC to contact GKG re Bright Young Things proposal  
Action: KC
  - 3.2 (3.2) Contracts. Complete with exception of Brian Ward and Lee Stutely.  
Action: KC
  - 3.3 Super Series 2, 3 and Nationals Evaluation to be completed by 15 Jul 13  
Action: KC
  - 3.4 (6.1) Contract with PHC to be completed by 23 Jun 13. DP to review and sign  
Action: LB/DP
  - 3.5 (7.1) DP and DH have met with RFU IT to discuss data management. The RFU do not have an integrated system for performance so are unlikely to be able to meet our needs. There are other areas of IT support that they may be able to provide and will scope the GBWR IT requirement as a precursor to looking at options. Action: DH to liaise with RFU IT. LB to follow up EIS option for performance data management
  - 3.6 (9.1) DP briefed on H&S and recorded the Board of Trustee's interest in this issue and requirement for a central record to be held of all risk assessments carried out prior to events. LB and KC requested to ensure that these are provided to DH prior to each event taking place and DH to hold on record. Action: All
  - 3.7 A detailed discussion on H&S requirements took place. DP requested that all consider what mandatory training should be provided to ensure appropriate H&S controls. Obvious areas are First Aid; Manual Handling; venue risk assessment. DP proposed that we identify all areas and then look to provide a staff training day where an expert in the required areas is brought in to deliver the training required. A similar process could be used for Safeguarding.  
Action: All to email DH with topics for staff training by 30 June
  - 3.8 (10.1) DP to contact Hilary Milne at Sport England to get advice on CPD for DH in his role as Data Controller
  - 3.9 (11.1) LB reported on Chair Project plan. A player group comprising of Alan Ash, James Price, Johnny Coggan and Matt Sullivan was being brought together with the aim of a 12 month project with Roma to start post Europeans.  
Action: LB to report progress at October BOM

All other actions complete or update covered as part of the record below.

#### 4. Monthly KPIs

- 4.1 Some slippage in areas of Onshore contract (Action: DP); SS evaluations (Action: KC); Specification for HPC (Action: LB) – all assessed as manageable and no significant issues ahead of Q1 formal Review scheduled for 25 July.

#### 5. April/May Management Accounts

- 5.1 Following reconciliation all on budget.

#### 6. Risk Register

- 6.1 DP provided draft list of top 7 risks for discussion. It was agreed that all risks are currently being managed and there are no immediate areas of concern and no additional mitigation actions at this point.

#### 7. Safeguarding

- 7.1 KC reported that work was still ongoing between the CPSU and GBWR to achieve the Preliminary Safeguarding Standard. This is an iterative process and GBWR has submitted a draft policy and action plan. DP asked how the new Disclosure and Barring process would be implemented in relation to GBWR. KC explained that CPSU was yet to provide advice on this as the new system was just being rolled out. The key issue to be resolved is who will be the umbrella organisation with the overall safeguarding lead for GBWR – options are CPSU; RFU or GBWR. The CPSU will provide further guidance on this. DP asked for confirmation that in safeguarding terms whilst all of this is resolved are we safe? KC confirmed that key GBWR individuals have current CRB clearance; no young person is placed in a situation where they are alone with an adult; and all young people have written parental consent to play and be part of mixed adult/young people clubs.

#### 8. AGM

- 8.1 Final AGM plans were completed.

#### 9. Onshore Website and Media Proposals

- 9.1 The BOM considered the proposals put forward by Onshore. The BOM agreed its priorities as: update the website as the core platform for delivery; develop integrated social media capability; focus on supporting the delivery of the WSP and the key events around the delivery of the WCP. The BOM agreed that it did not support increasing its current investment in its media and there were some concerns that Onshore are still not clear about our core requirements. It was agreed that:

- KC would clearly list what she required to support the delivery of the WSP and would seek confirmation from Onshore that this was achievable. Only when this assurance is provided will DP negotiate terms of any new contract.
- Onshore had been asked to provide examples of the proposed new website design/navigation system. Assuming this meets our requirement then Onshore

will be invited to progress this work against the costing provided. DP has asked Alison Barrow if she would quote for providing content support. DH will act as the overall customer lead for the website redesign.

Action: DP to meet with Onshore/Alison Barrow

## 10. Insurance and Young People

- 10.1 KC raised the issue of insurance for young people. In general the new insurance arrangements had been welcomed but there was still some discussion taking place about young people playing in Division 1. The BOM agreed the following principles which meet safeguarding and insurance requirements:
- For those aged 16 and under, a completed parental consent form is required in order for them to train and play.
  - A young person must be aged 16 or above to qualify to play in Division 1 of the league.
  - The coach responsible for the team has a duty of care over all his players and as such is required to ensure that they are not placed in situations where they are at risk of harm
  - The lead official for a game retains the right to suspend the game if he or she has any safety concerns

The above policy is to be presented to the DMG. Action: KC and is to be recorded in the appropriate policy document. Action: DP

## 11. Military Recovery Units Plan

- 11.1 KC presented the overall plan for taking forward the work with the military recovery units. Her draft paper will be ready for DP by 22 June. DP to review and send to Martin Coclough for his consideration. Meanwhile the work with Headley Court continues and is being well received.
- 11.2 LB reported on the Frontline to Startline initiative – a partnership between BPA and H4H. It was agreed that it will be important to ensure our work is complementary to this.
- 11.3 DP reported his discussions with Rousseau Consulting who have been engaged by MOD to provide support for injured service personnel to find new employment opportunities. DP had been approached about the possibility of GBWR providing a work experience opportunity for an individual who has an interest in performance management. The BOM agreed that in principle it would support the idea.  
Action: DP to meet with Rousseau Consulting

## 12. Daniel Hook – involvement with WCPP

- 12.1 LB reported that for personal reasons the newly appointed Team Manager had left the post. LB presented her proposed plan for managing this. In the short term she had discussed with DH the option of him providing the administrative and planning element of the role until the end of December 2013 whilst she would absorb the role during competitions. In parallel the aim will be to advertise and get a new Team Manager in post for the new year. DH confirmed he was willing to take on the

additional responsibilities and accepted this would likely mean an increase in his working hours for which it was agreed he would receive an additional increment. Action: DP to agree increment and take administrative action to implement  
LB to provide with clear list of deliverables

13. [AOB](#)

13.1 KC reported that the Sport England 50 month performance review date has been set as 23 July 13. DP requested that KC chase up the reporting template. Action KC

**DONM: 25 July 13 Twickenham – Q1 Review**