

## Record of GBWR Board of Management Meeting dated 2 May 2013

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

1. Apologies None
2. Minutes of meeting dated 25/6 Feb 13
  - 2.1 Approved.
3. Actions Arising
  - 3.1 (9.2) Luke White chair. Update to be provided with view to addressing issues with Roma. Action: LB
  - 3.2 (12.1) Contracts. Complete with exception of Bran Ward and Lee Stutely. Action: KC
  - 3.3 Super Series 1 Evaluation to be completed by 3 May 13  
Action: KC  
All other actions complete or update covered as part of the record below.
4. Q4 (End of Year Review)
  - 4.1 The BOT completed the Q4 review of the 12-13 Business Plan. In the main all objectives set have been achieved or by their nature are ongoing eg club development and recruitment. The BOM agreed that there are 4 key areas of under-achievement against the plan – Coaching Pathway; Talent Pathway, Research and Innovation programme and to Medal at the Canada Cup and London 2012 games. These areas have all been picked up in the 2013-14 plan for particular attention. The SMT lead for all coaching, talent and our future competition objectives is LB. Achievements worthy of highlighting include: 26 new playing members a 31 percentage increase over the year; 47 new members a 38% increase; the establishment of Southampton Solent as a new club; the entry of Glasgow Crushers and Westcountry Hawks into the Super League; the establishment of 2 leagues for competition; the success of the two business cases resulting in the largest ever Sport England and UK Sport funding for our sport; the funding and purchase of 10 adult chairs and 16 youth chairs to enable us to support club development and recruitment and to introduce the game into new areas and over £2M worth of media coverage as assessed independently by advertising media industry standard. The full 2012-13 analysis is reported in the Q4 review and will be captured in the Annual Report. Action: DP
5. 2013-2014 Budget
  - 5.1 The BOM formally agreed the 2013-2014 budget which has now been uploaded to the RFU financial management system. The BOM noted the requirement to raise a total of £150k in sponsorship and fundraising in order to balance the budget and accepted

the risk associated with this. As of 1 May a total of about £60k had already been achieved.

## 6. WCPP

6.1 LB provided a detailed update of progress. Key points:

- the majority of core staff have been appointed with plans in place to recruit a new CMO (probably through EIS); physiotherapist (currently out to advert); Head Nurse (LS working with BE and Coloplast); Video Analysis (likely to use PZ this year); Mechanic (various options)
- The venue for camps up to the Europeans will be de Montefort University, Leicester with the Marriott for accommodation
- A draft contract has been drawn up for the work with the Peter Harrison Centre. The contract will provide for a FT Research Assistant to deliver S&C and physiology profiling and a PhD student who will be FT on wheelchair rugby research mainly around profiling and benchmarking against the world's best at each classification. In addition PH will provide research around the 'fit and healthy athlete' focusing on things such as nutrition. The BOM agreed the need to ensure that prioritisation of this work was core service delivery and that it was important to ensure that this was supported by research but that it should not just become a research project. Action: DP to finalise contract.
- The 2013-14 KPIs have been agreed with UK Sport
- Work is ongoing to agree the TOR for the Performance Management Group and the process for recruiting to the group

## 7. Data Management

7.1 LB introduced the issue of data management and the importance of establishing a reliable and robust system with appropriate access controls. It was agreed that this required some focus and priority action and that the first step was to meet with the Head IT at the RFU to investigate whether there were opportunities here to provide the service required. Action: DH to arrange meeting for DP

## 8. Governance Action Plan

8.1 Version 009 of the plan was reviewed. DP is the lead for the majority of items and this work will form his priority during July and August in order to meet the Self Assurance requirement to achieve a Green rating in 2013. Priority areas include Safeguarding where KC has the lead and is confident of meeting the June deadline for submission of the NGB policy and action plan which is currently being worked up in partnership with the CSPU.

8.2 The BOM spent some time discussing the requirements around Code of Conduct and Code of Ethics. All agreed that the collaborative exercise to determine and agree the organisation's core values had been a positive one and that these should underpin the policies. The BOM expressed a wish and commitment to bring the core values to life

and to lead on making them real in our organisation. LB will work with the elite group around this and KC will discuss with the DMG. DP will also make it the subject of one of his blogs. In a similar vein the BOM expressed commitment to the equality and diversity agenda but not in a sterile policy sense, rather more as part of the wider core value agenda. The 13-14 business plan has a KPI relating to the need to reach out to under-represented groups and this will form part of our work this year.

## 9. Health and Safety

9.1 DP reminded the BOM about our Health and Safety obligations and responsibilities. He asked that all refresh ourselves by reading the H&S policy and be sure that we are meeting all requirements. In particular we need to be assured that our venues are safe and that we can audit trail our checks. Likewise to be sure that we all understand the conditions of our insurance and that only those covered by the insurance are permitted to play and be involved. DP has just completed a review of insurance and negotiated new annual cover. He will outline the main points of that cover in a note for all clubs and staff. KC invited to draw the attention to the recently joined RDOs to H&S and insurance, likewise LB to the new WCPP staff. Action: All

## 10. Data Controller

10.1 DP announced that DH had agreed to take on the role of Data Controller. He will be undertaking some appropriate CPD in preparation.

## 11. Chair Provision

11.1 To progress the Roma partnership it was agreed:

- DP to discuss with John Pitt
- LB to visit Roma 28 May to discuss elite project
- Project team to be formed initially under chair of CEO to include 2 elite players aim to help Roma develop and evaluate a chair suitable for elite use

11.2 To follow up the opportunities with Get Kids Going it was agreed:

- LB to advise DP of the 3 elite players requiring Draft chairs asap
- KC to refine the 'Bright Young Things' project aimed at identifying a group of younger players who could be supported by GKG
- DP to contact Jane Emmerson on 3 May to discuss idea

## 12. Annual Report/Audit/AGM Preparations

12.1 The Audit fieldwork starts on 7 May. This will be done on site. BOM to be aware in case of any questions.

12.2 DP will lead on drafting the Annual Report. KC to provide any additional photographs to DH. Form of report to be the same as 12-13 year.

12.3 AGM brief to Members to take form of Powerpoint Presentation. DP to lead – will also cover WCPP up to and immediately post London 2012 (15 mins). KC to follow

(10 mins) LB to follow with focus on WCPP under the new performance system.  
Draft slides to be forwarded to DH by 10 June for review at 12 June BOM. Rehearsal to take place on morning of 19 June at Marriott Hotel Leicester followed by watching the elite camp session.

**DONM: 12 June 13 Twickenham**